CUMeeting Software Manual

CUMeeting Software

for Windows 8/7/Vista/XP/2000

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Overview

CUMeeting web conferencing solution, is one of the world's largest network based cloud-computing video conference Infrastructure solution. It allows users to initiate and experience high-definition (HD), multi-point video collaboration of audio and video interactive whiteboard, document sharing, desktop sharing, remote control, text message, media sharing, information distribution, conference recording and many other features. It offers high levels of scalability and flexibility, allowing you to join into a single conference room from unlimited locations, from anywhere across the world over the internet, intranet or any kind of wired or wireless network. Its solutions can connect with different endpoints simultaneously, including–room systems, desktop PCs, notebooks, and mobile devices (iPad, iPhone), Android tablets.

Instructions

Preparation

Before using audio and video conferencing, please follow the following tips to keep meeting going on well.

1) Test and configure the sound card

Make sure you are using full duplex sound card.

Full-duplex sound card is needed in most Audio and video conferencing. Full-duplex sound card enables you to simultaneously record and play audio files. To verify whether it is with full-duplex sound card, please check the sound card document.

2) Test its "recording" and "play" features.

You can test by using "recorder" in computer system programs: "Start"-"Programs"-"Accessory"-"Entertainment"-"Recorder".

3) Steps by testing sound card.

a. Select "file" - "create new".
b. Click "recorder" button（red button）.
c. Speak to microphone, and then record.
d. Click "Stop" button.
e. Select "File" -"Save as"， then input the file name and save the file.
f. To play this audio file, please open the file and click "play" button.

4) Make sure you have the "software" and "hardware" you need.

Hardware you need includes devices like sound card, camera and capture card. Software you need includes the sound card drive, camera and capture card drive.

Sound card

NOTE: All products and company names mentioned here are own trademarks

or registered trademarks. Any correctly installed full-duplex sound card can be cooperatively used with CUMeeting video conferencing systems.
The following sound cards have been tested well with CUMeeting video conferencing systems.
Crystal Ware（Synthesis）
AC97 (Synthesis)
SoundBlaster Live Value
ALS120
Aureal Vortex A3D SQ1500
Aureal SB Audio PCI 64V
ES1887（Synthesis）
Montego II Quadzilla
Rockwell WaveArtist
SoundBlaster PCI 128
SoundBlaster PCI 512
SoundBlaster 32 AWE
SIIG SoundWave Pro PCI
Yamaha DS-XG（Synthesis）
Creative Crystal PnP Es 1868
Creative Sound Blaster Creative 16 Plug & Play
Creative AWE64
Creative SoundBlaster PCI
Addonic (PCI)
Crystal Audio（DELL sound card inserted）
Crystal Sound Fusion PCI Audio Accelerator（IBM Thinkpad default configuration）

Capture card

Almost all cameras in market are compatible with CUMeeting software now. If you met with some problems, please feel free to contact our technical supporting center for help.

Camera

Almost all cameras in market are compatible with CUMeeting software now. If your camera is not in the following list, and if it doesn’t work well with CUMeeting software, please feel free to contact our technical supporting center for help.
NOTE: All products and company names mentioned here are own trademarks or registered trademarks.
Sony D31 (Capture card is needed)
Sony D100P (Capture card is needed)
Sony D70P (Capture card is needed)

SmileCam
IBM PC Camera
IBM PC Camera Pro Max
Creative Video Blaster WebCam 3
Intel PC Camera Pro Pack
Intel PC Camera Pack
Kodak DVC325
SmileCam
Logitech QuickCam Home
Logitech QuickCam Express
Logitech QuickCam WebCam
Logitech QuickCam VC Alpa Cam
Nogatech USB Digital Micro Cam
Creative Video Blaster WebCam Go
Webeye PC370
Boser BS105B (Capture card is needed)
I-O Data USB-CCD
GNet DZ eye
Orite USB PC Camera
QuickCapture-EZ Video Capture card CA-120P，Orite Technology (Capture card is needed)
3Com HomeConnect

System Requirement

1) System Specifications- Server
a. Operates on:Windows2000/ XP/Vista/ Windows 7/ Windows 8/2003 server (Suggest 2003 server 32bit)
b. Base System Requirements: Windows: Intel Core Duo 3.0 MHz, 2GB RAM0(Suggest 4 GB)
c. System Demands: 2-3% CPU - runs as Windows background service
d. 0.06k/sec/user bandwidth load
e. One Public IP on the Server if the client wants to have Conference through Internet or One static IP if user needs to use through Intranet or VPN.
2) System Specifications- Client
a. Compatible with Windows2000/ XP/Vista/ Windows 7/ Windows 8/2003/ IOS system/ Android system/ Windows mobile 6.0+
b. Celeron, AMD Processor with 512 to 1 GB RAM for SD VC
c. Processor: Core 2 Duo/Quad Core 3 GHz Processor and 1GB RAM for HD video conferencing
d. Graphics card：FX5200 64M or high level Graphics card
e. Sound card： AC 97 or higher level

Installation and uninstallation

After installing CUMeeting client software, please open network port: TCP/UDP：1089; HTTP 8080.

If your server operating system is “Windows 2000 Server”, please make sure you have completed the installation of DirectX and Media Player（we recommend DirectX9.0 & MediaPlayer9.0）before you get ready to install the CUMeeting client software.

Installation

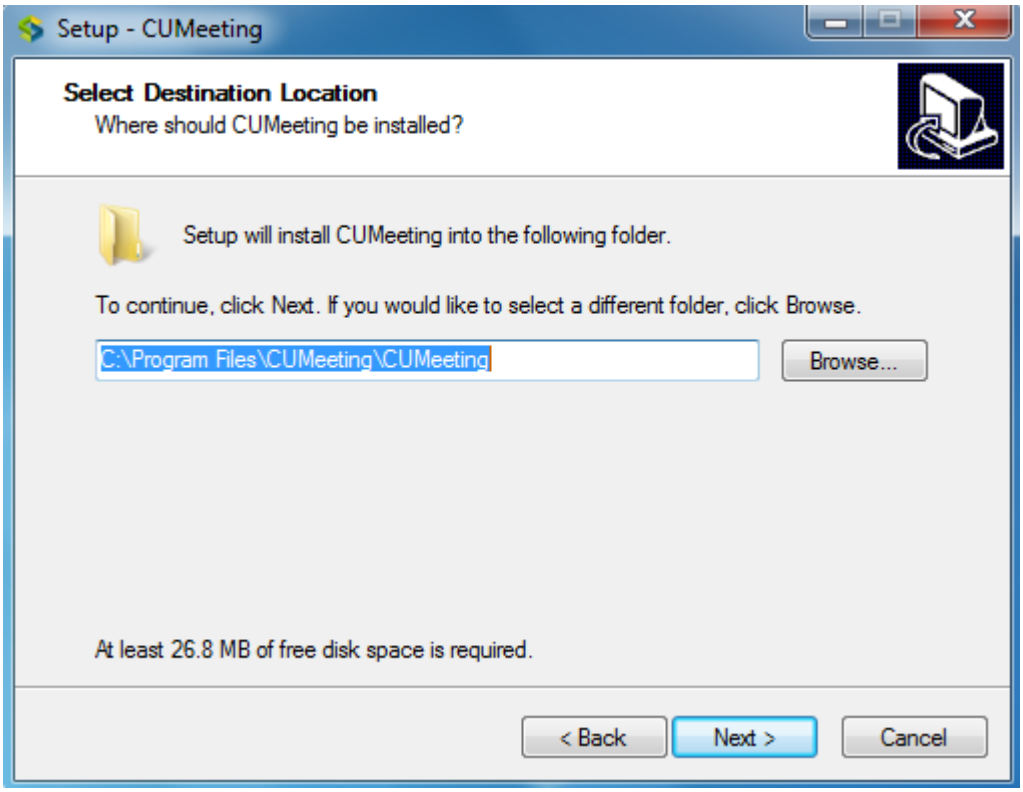
1) Launch CUMeeting installer. Click "Next" to continue.

Setup - CUMeeting
Welcome to the CUMeeting Setup Wizard
This will install CUMeeting V1.0.0.0 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

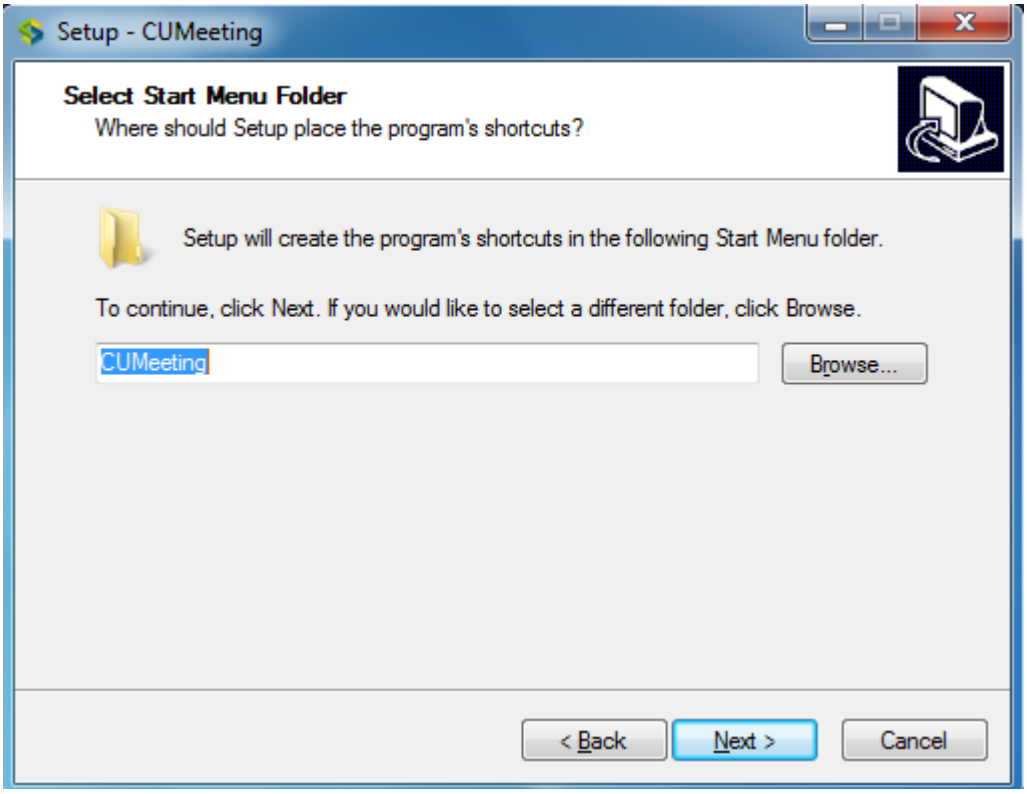
2) The license agreement displays. if you would like to install CUMeeting, you must agree to the License Agreement. Select "I accept the agreement" and click "Next" to continue. If you do not accept, you will not be able to install CUMeeting Client.

Setup - CUMeeting
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
Software License Agreement
Important Notice: Shenzhen City, China, as the Fastonz Information Technology Co., Ltd. (hereinafter referred to as the Chinese Fastonz) in this special alert users you (units or individuals) carefully read to accept the "agreement" provisions of the constraints.
I accept the agreement
I do not accept the agreement
< Back
Next >
Cancel

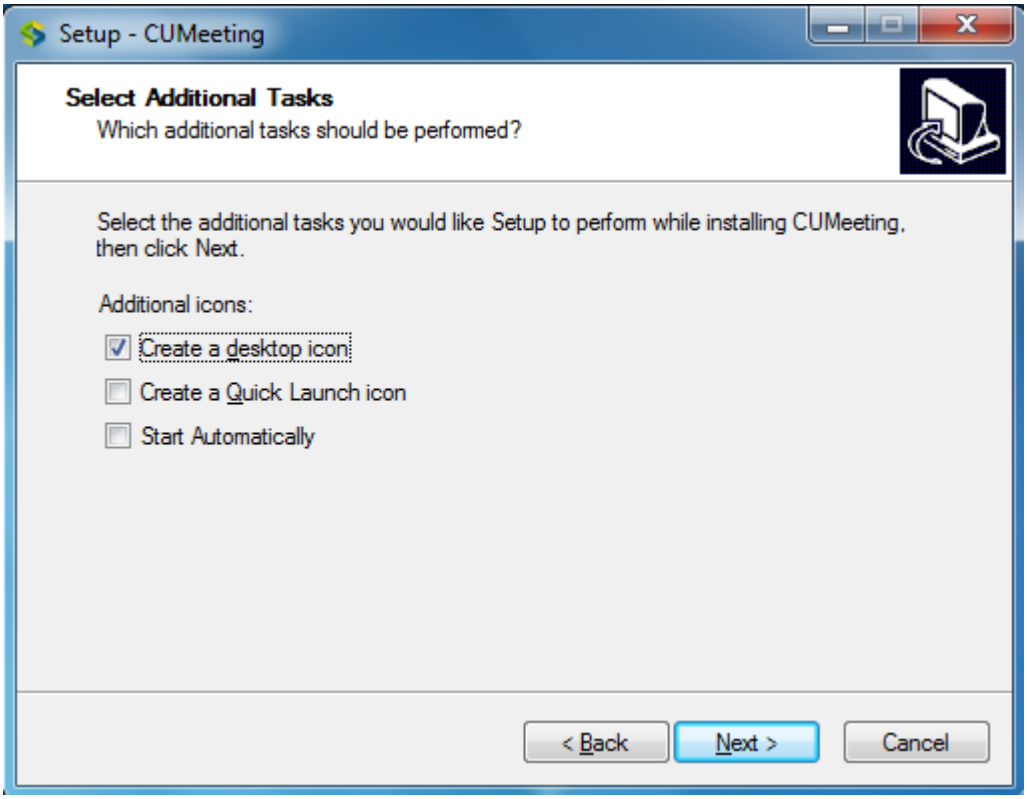
3) Select the folder in which to install CUMeeting Client. The system default installation directory for “C:\Program Files\CUMeeting\CUMeeting”， Click "Next" to continue.


Setup - CUMeeting
Select Destination Location
Where should CUMeeting be installed?
Setup will install CUMeeting into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\CUMeeting\CUMeeting
Browse...
At least 26.8 MB of free disk space is required.
< Back
Next >
Cancel

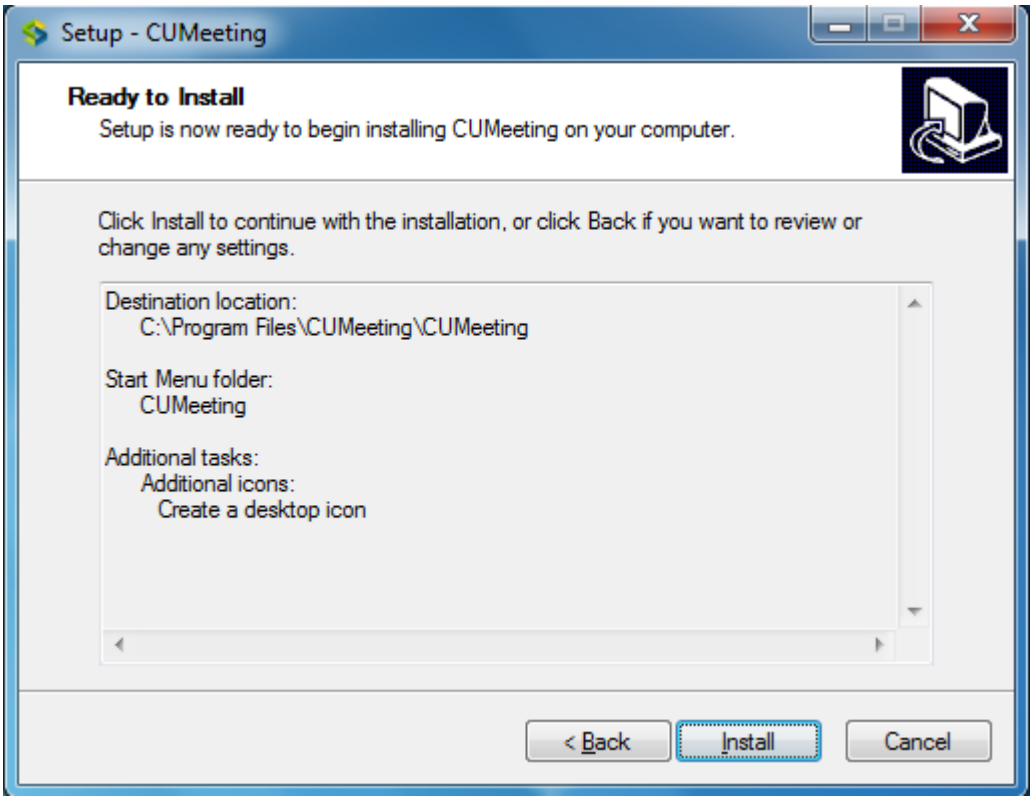
4) Select the folder where you would like to install CUMeeting Client. Click "Next" to continue.


Setup - CUMeeting
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
CUMeeting
Browse...
< Back
Next >
Cancel

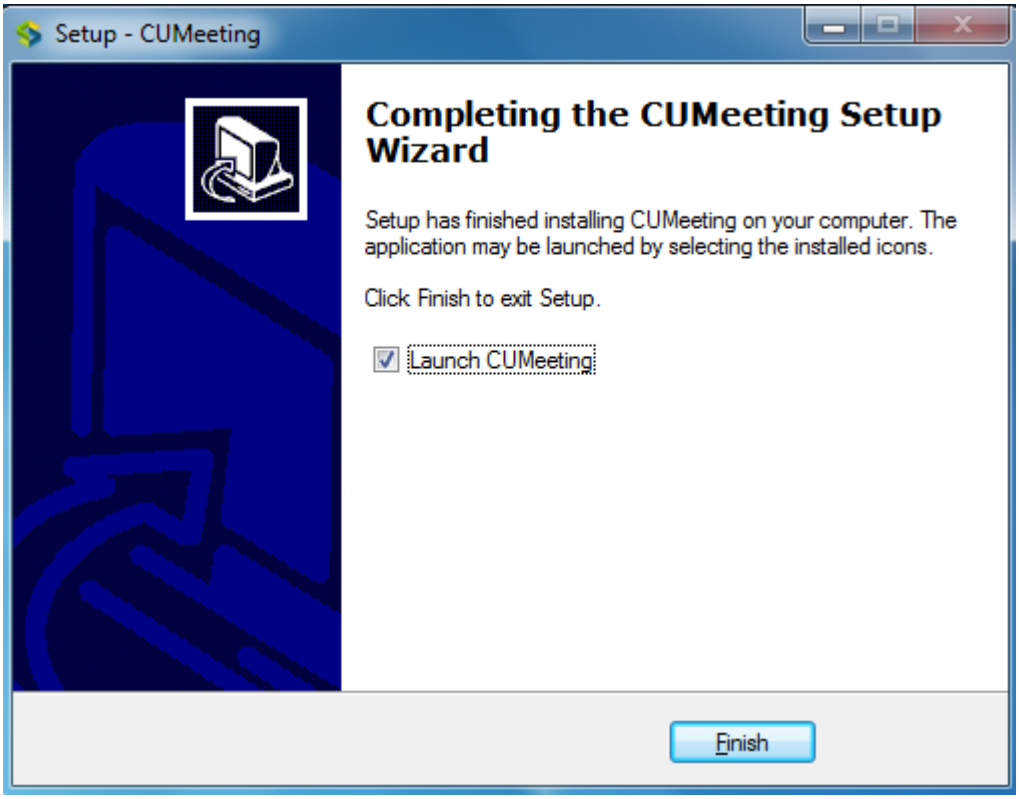
5) If you would like to add the following icons, check the box and click “Next”.


Setup - CUMeeting
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing CUMeeting, then click Next.
Additional icons:
Create a desktop icon
Create a Quick Launch icon
Start Automatically
< Back
Next >
Cancel

6) The program is ready to install. Click “Install” to begin installation.


Setup - CUMeeting
Ready to Install
Setup is now ready to begin installing CUMeeting on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\CUMeeting\CUMeeting
Start Menu folder:
CUMeeting
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

7) When installation is complete, click "Finish" to continue：


Setup - CUMeeting
Completing the CUMeeting Setup Wizard
Setup has finished installing CUMeeting on your computer. The application may be launched by selecting the installed icons.
Click Finish to exit Setup.
Launch CUMeeting
Finish

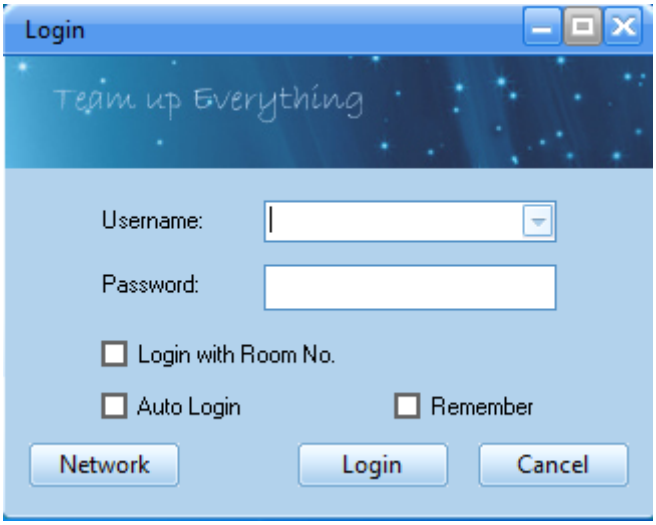
Uninstallation

If you want to uninstall “CUMeeting Client”, please find the “CUMeeting Client” in your computer programs, and click “uninstall CUMeeting” to remove the program.

Manual

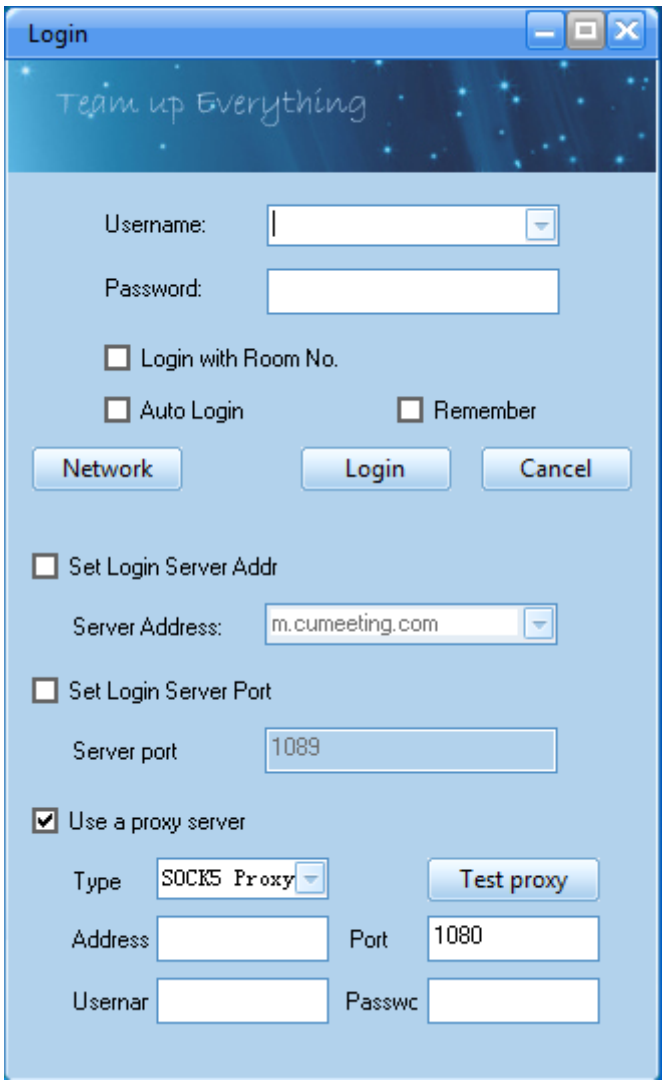
Login

Launch CUMeeting client, enter your username and password. Check **Login Using Room No.**, if you don’t have authorized username. Then you can login with room number.

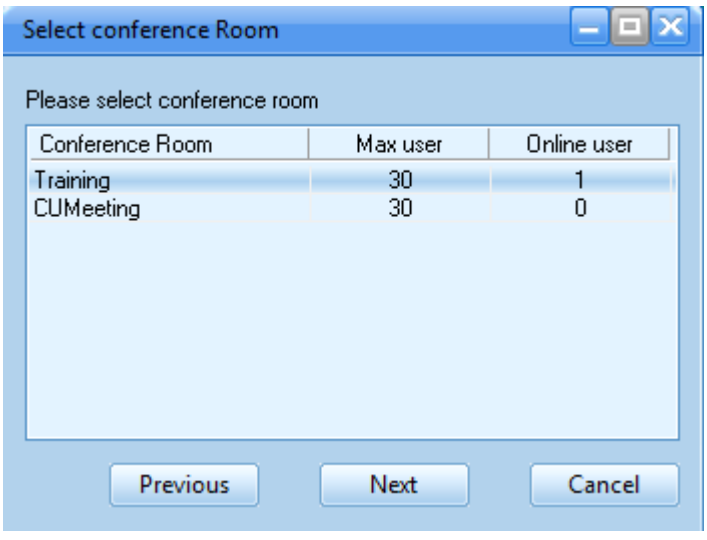


Make CUMeeting Client remember username and password .If you check **Remember** box, the next time you launch CUMeeting Client, it will automatically login without required enter password.

If you are using your own server or using proxy server to connect to the Internet, click **Network** and set server / proxy settings.



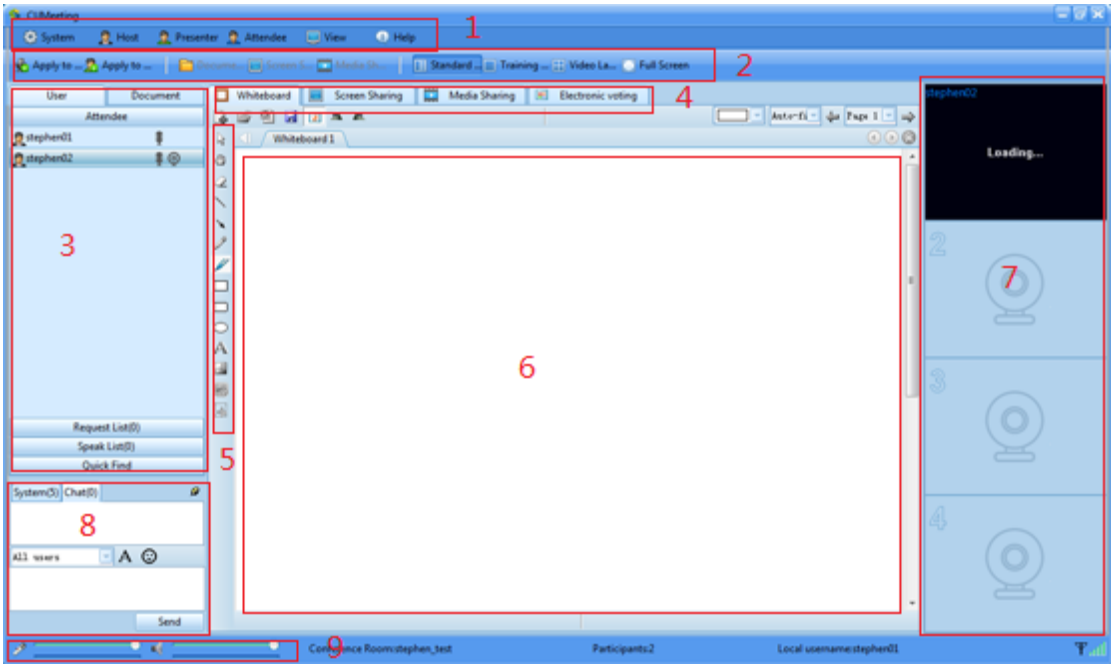
Wait for few seconds after clicking **Login**, the following window will appear.



This is a list of conference room. Select one conference room you want to join,

and join it by clicking **Next.**

Interface



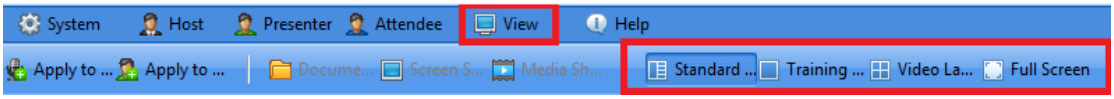
There are 10 panels interface.

1) Main Menu – System, host, presenter, attendee, layout, customer service and feedback.
2) Shortcut Keys – Apply to be speaker / presenter; Switch layout types. Once you get speak right, you can share document/screen/media with attendees.
3) Participants' List – Shows online and offline users; requesting users; speaker.
4) Data Features – Whiteboard, screen sharing, media sharing etc.
5) Data Tools – For whiteboard, add PPT to whiteboard etc.
6) Data Display – Display whiteboard, video, file, etc.
7) Video Display – Display video
8) Text Chat – Shows system message, and text chat with users.
9) Volume – Adjust Microphone and sound playback volume.

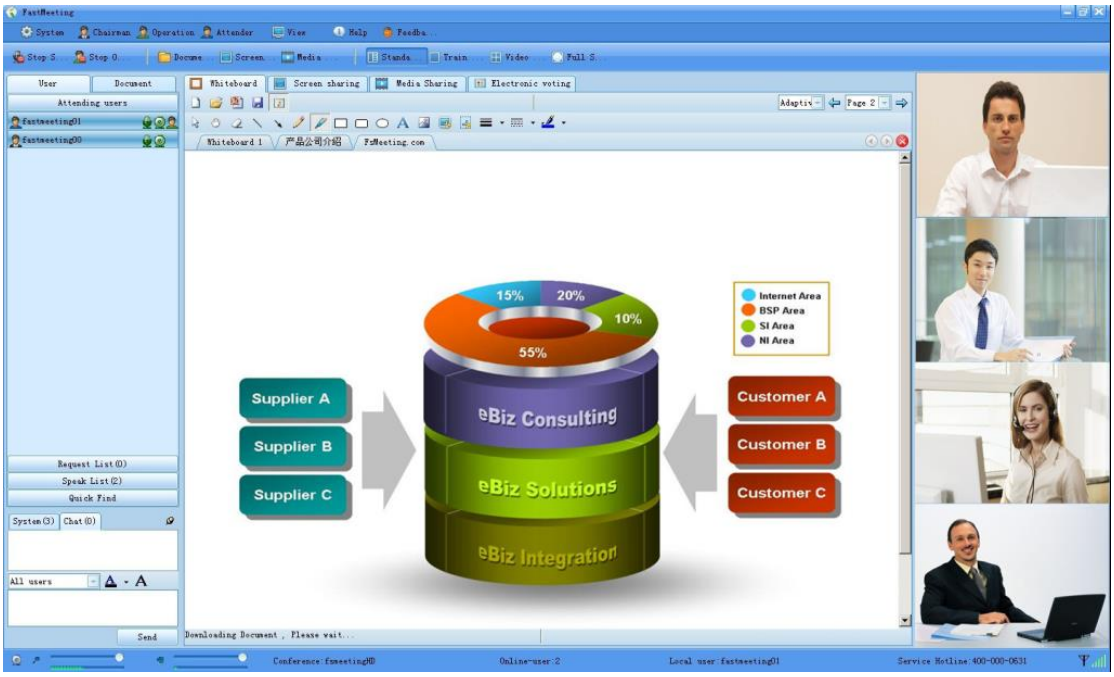
Layout

Layout Settings

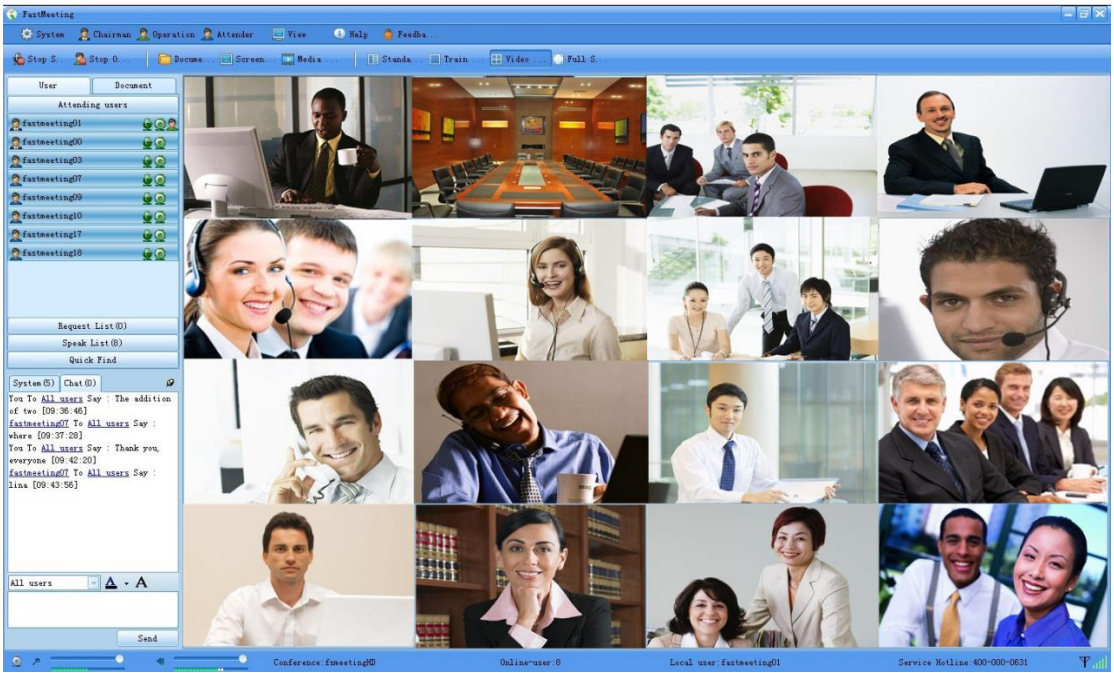
There are 2 ways to switch layout types: use shortcut key or click **View** on **Main Menu** as following,



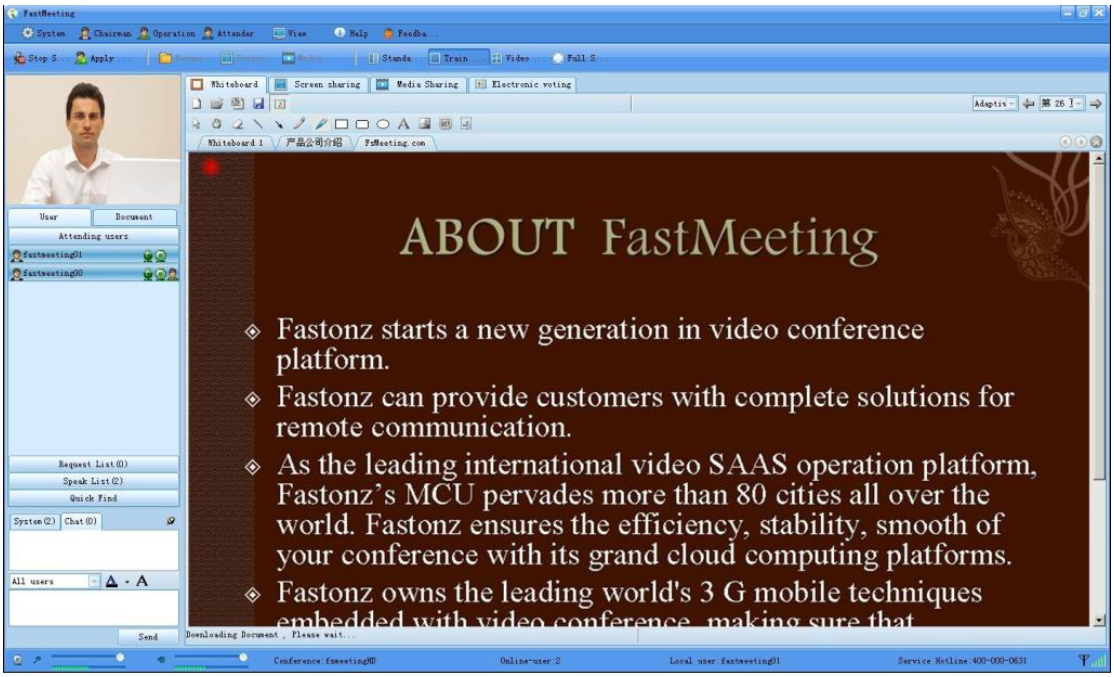
Host can click **Host – (Disable) Sync Interface** to control attendees' layout follow presenter's layout or not.
There are 3 layout types in CUMeeting: standard, video, training.



Standard



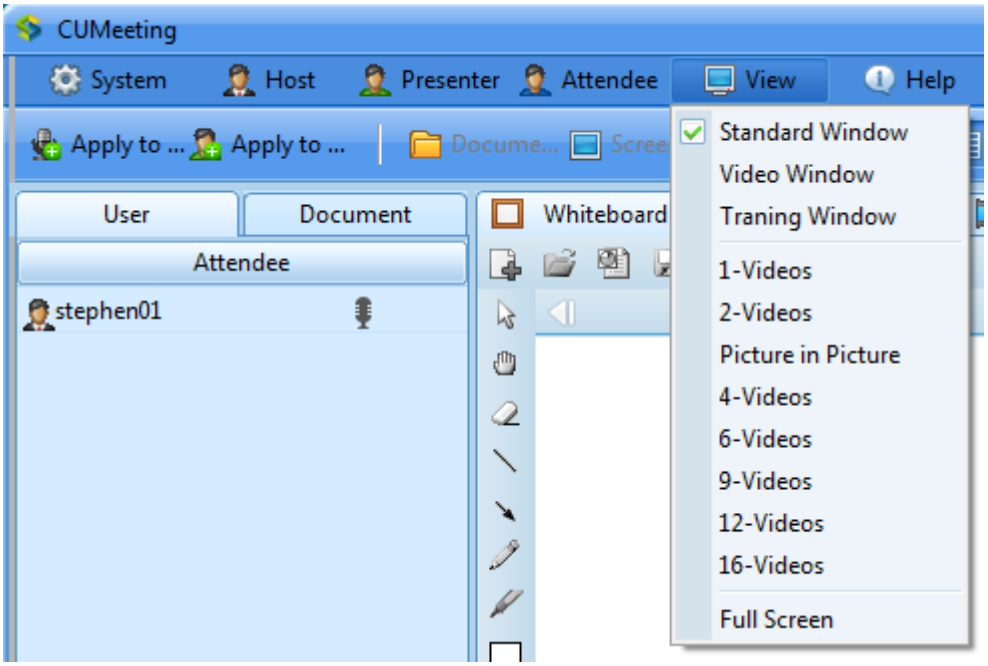
Video


ABOUT FastMeeting
Fastonz starts a new generation in video conference platform.
Fastonz can provide customers with complete solutions for remote communication.
As the leading international video SAAS operation platform, Fastonz's MCU pervades more than 80 cities all over the world. Fastonz ensures the efficiency, stability, smooth of your conference with its grand cloud computing platforms.
Fastonz owns the leading world's 3 G mobile techniques

Training

Video Display Modes

There are 10 video display modes in **Video Layout**: 1 video, 2 videos, 4 videos, 6 videos, 9 videos, 12 videos, 16 videos, picture-in-picture, full screen in standard layout/training layout.
Click **View** in main menu, select video display mode. Also you can right-click on the video to select the display mode.

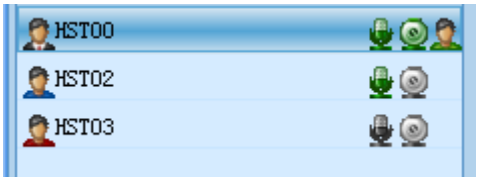


Roles

There are three roles for web conference including host, presenter, attendee. Each role has different permissions in web conference.

- Host: Full control over conference, and manage participant's permission.
- Presenter: Can share video, files with attendees under host's control. No permission to manage conference.
- Attendee: Can view and receive the data from presenter.

From top to bottom: host, presenter, attendee.



Video

1) In **Participants' List** panel, if you can see on the attendee's left, click it that you can see this attendee's video or disable video by clicking again.
2) Host and presenter can receive and broadcast any attendee's video.
3) Attendees only can open his own video, receive broadcasted video from presenter when has presenter at conference. If there has no presenter, attendees can view video of other attendees.
4) : Broadcasting.

Speaker

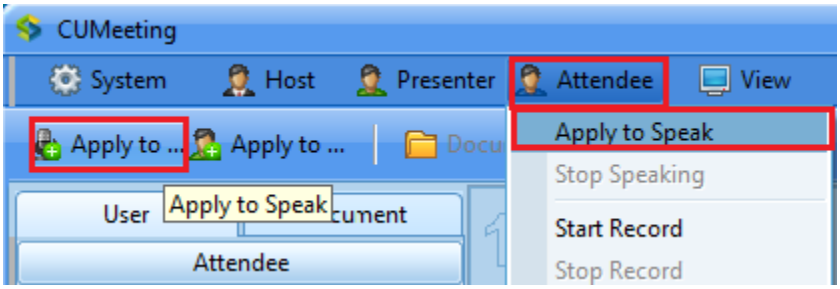
About speaker

Speaker has the right to speak at conference. Every participant could hear what the speaker said.

1) Allow one or more participants have right to speak at a conference.
2) Host can enable or disable attendee's speak right.
3) After applying for speak right, attendee need to wait for host or presenter to approve your application.
4) If the conference has no host or presenter yet, attendee could get speak right automatically.

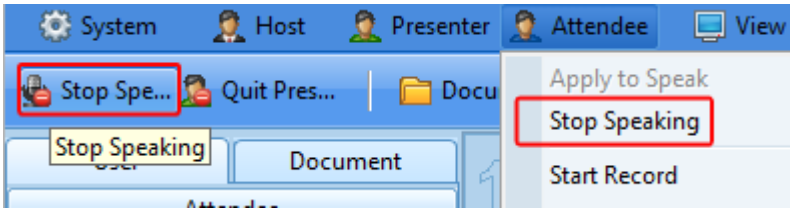
Apply for speak right

Click **Apply to Speak** in **Shortcut Keys** panel, or click **Attendee** – **Apply to Speak** on main menu

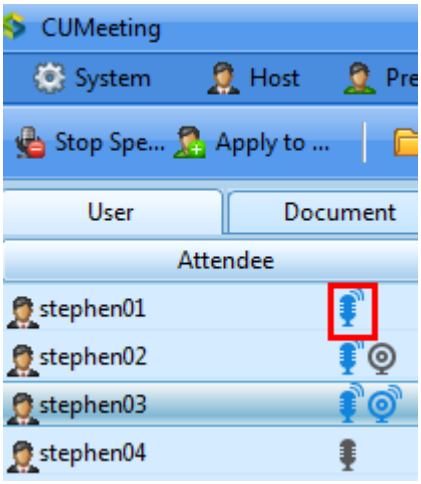


Stop speaking

As attendee, you can click **Stop Speaking** in Shortcut keys panel, or click **Attendee** – **Stop Speaking** on main menu.



As host or presenter, you can click microphone icon in Participant's List.



Presenter

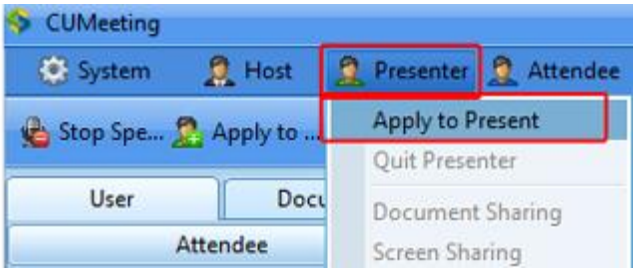
About presenter

One conference could only have one presenter. Only the presenter could use whiteboard, share screen/media etc.

1) Once you be the presenter, you also get the right to speak, broadcast, use data functions
2) Presenter could authorize or cancel attendee's right of present.

Apply to present

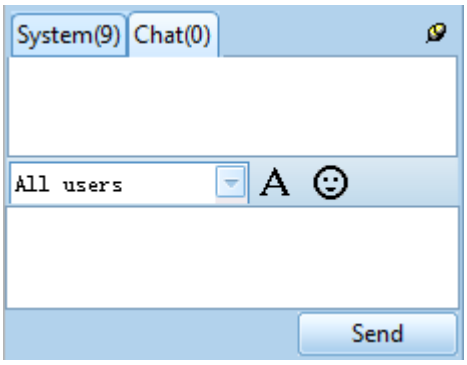
Click **Apply to Present** in **Shortcut keys** panel, or click **Presenter** – **Apply to Present** on main menu.



After applying to be presenter, will appear in the right side of your name in participant's list.

Data functions

Text chat



Select all users, it will be public chat. Select one participant, it will be private chat.

: Select font style.

: Send chat emotions

: Pop up text chat window

Whiteboard

Only presenter can use whiteboard feature. Operations on presenter's whiteboard could sync to attendees.
Buttons on whiteboard:

：Create new whiteboard

： Open document

：Share PowerPoint

：Save

：Follow page

100%：Adaptive display scale

Page 1：Turn page

：Choose object

：Drag view

： Erase

: Draw beeline

: Draw arrow

: Hand-writing pen

: Highlighter pen

: Draw rectangle

: Draw round rectangle

: Draw ellipse

: Input text

: Insert picture file

: Capture window

: Screen capture

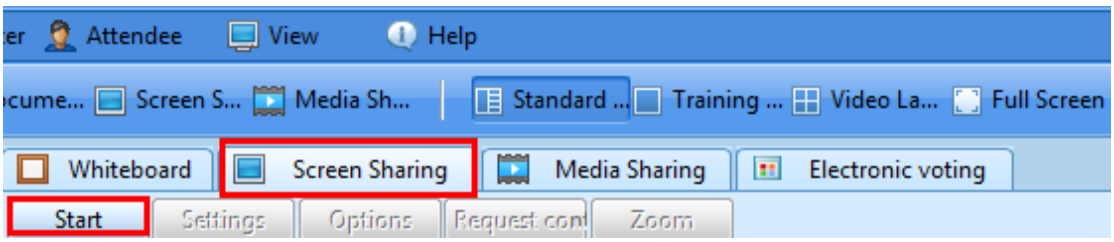
: Select line width

: Select line shape

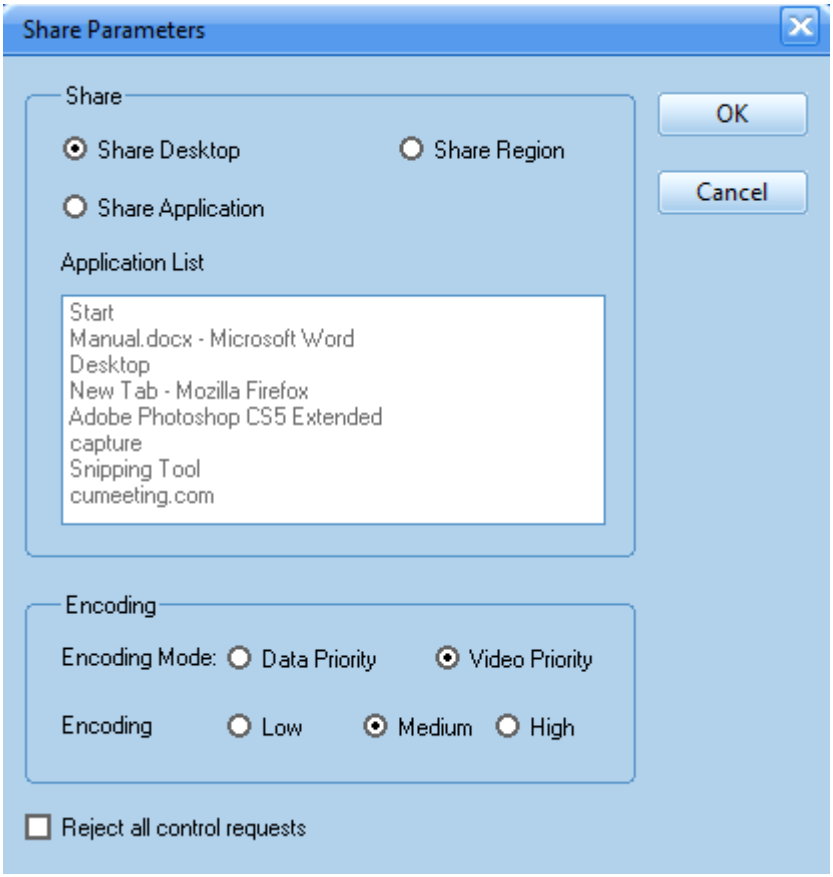
: Select line color

Screen sharing

Presenter could share desktop, selected area and applications to attendees by clicking **Screen Sharing** – **Start**.



Settings: Choose something to share, select encoding mode, etc.



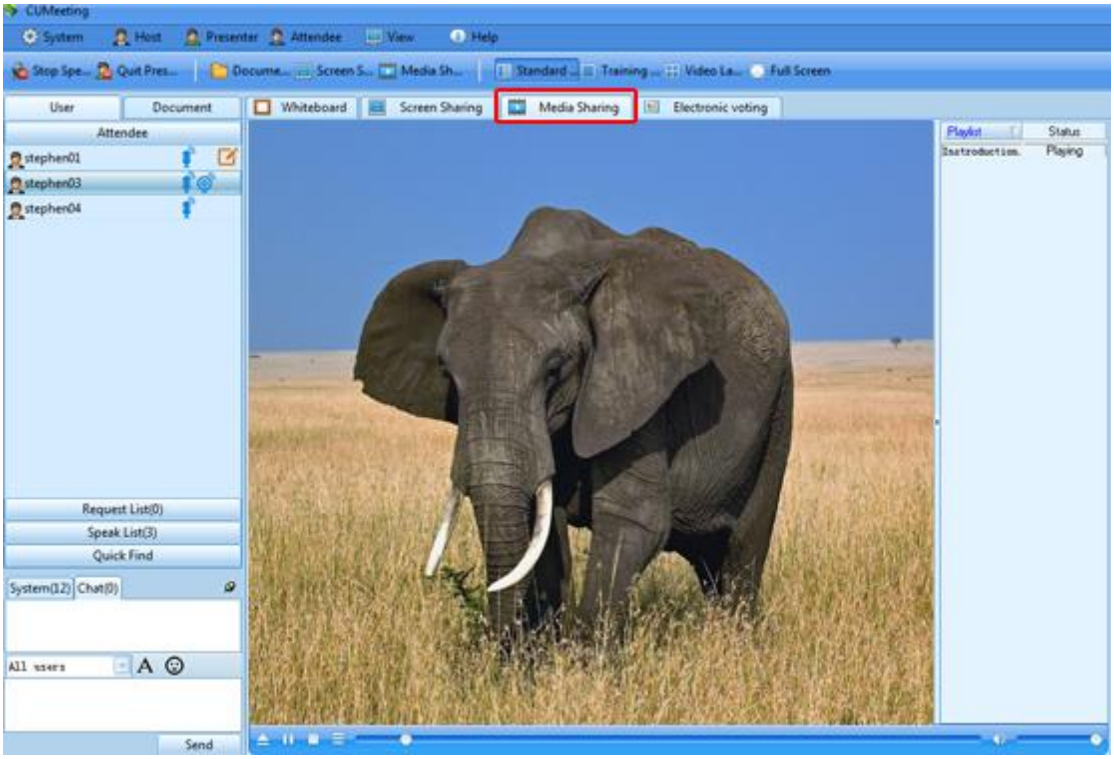
Options: Presenter can choose one attendee to remote control his/her computer. Presenter also can revoke the right of remote control.

Request control: Attendee allowed remote control presenter's screen and sharing with others.

Zoom: Adjust screen display.

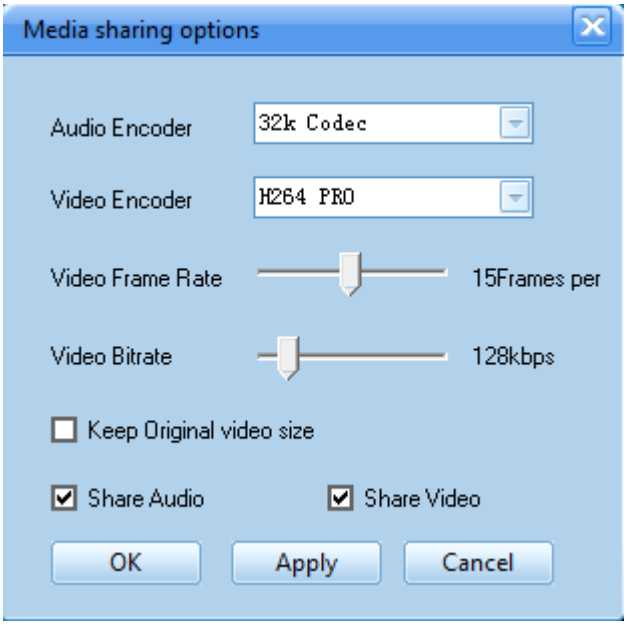
Media sharing

With CUMeeting, it's easily play audio and video files in conference. It supports the most popular formats including MP3, RM, RMB, WMV, ASF, AVI etc. Besides, you can adjust volume level of audio and video files.



Click to select media file.

Click to change settings for sharing media.



Note

If video size is too big, when you apply **Keep original video size**, it will take more bandwidth and system resources.

Document list

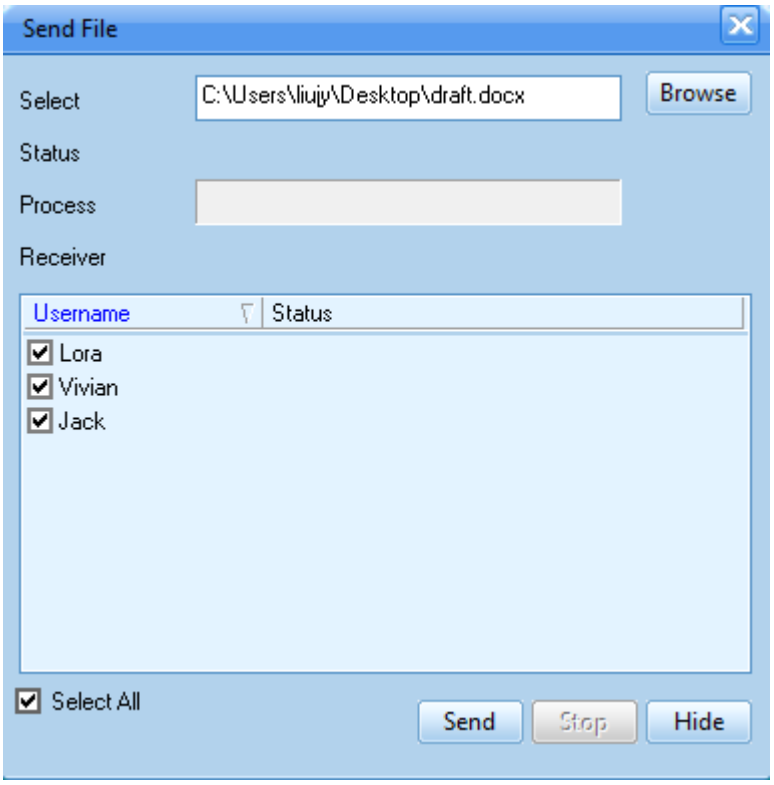
In document list, there are some documents which have been used in whiteboard. It supports doc, docx, pdf, excel, flash files, and media videos.

Right-click the document list panel, presenter could do the following operations, create new folder, upload/rename/delete file, flash the list.

Send / receive file

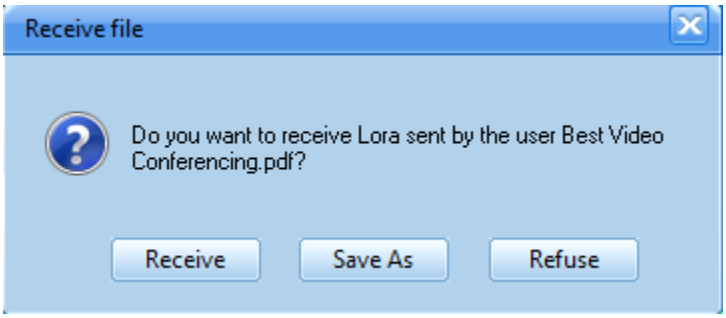
1) Send file

Click **Attendee** – **Send File**, click **Browse** to select file you want to send and select receiver, then click **Send**.



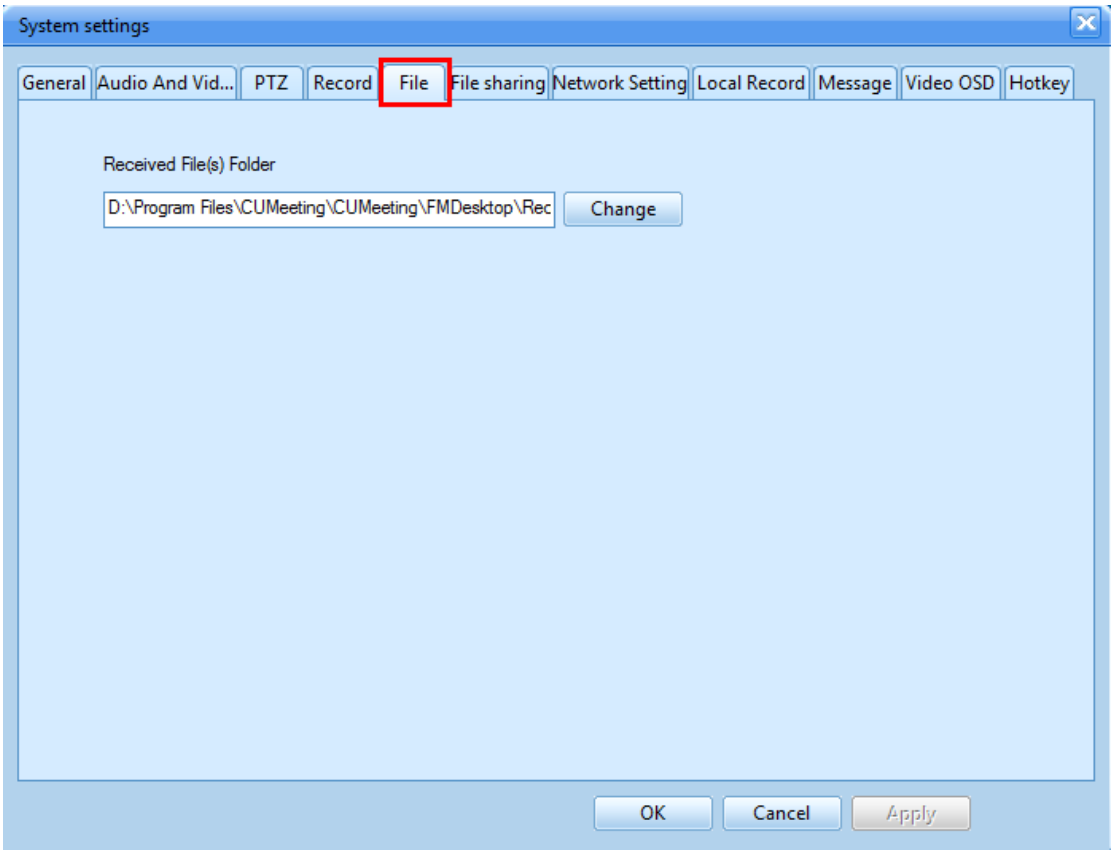
2) Receive file

When someone sends you file, you will receive a message as below,



Click **Receive**, the file will save into default folder. Click **Save As**, you can select the folder for saving file.

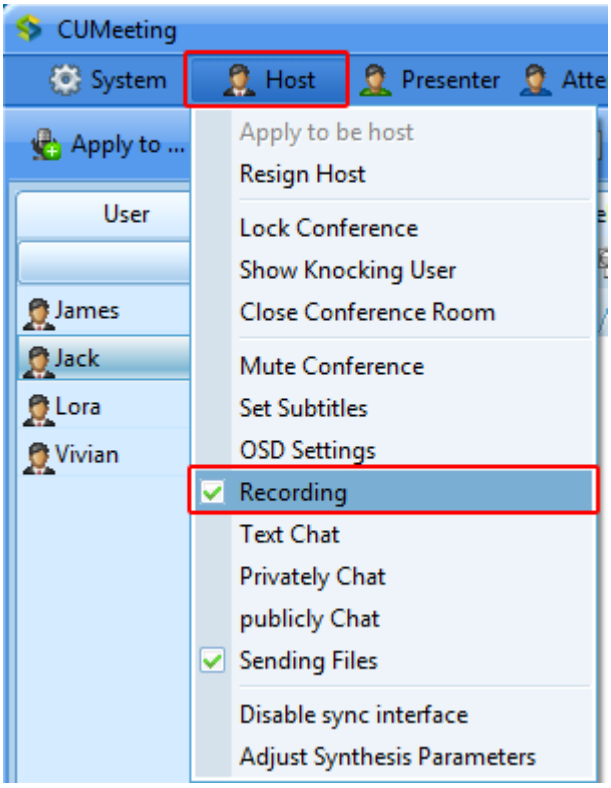
If you want to change the default folder, please go to **System Settings** – **File** on main menu.



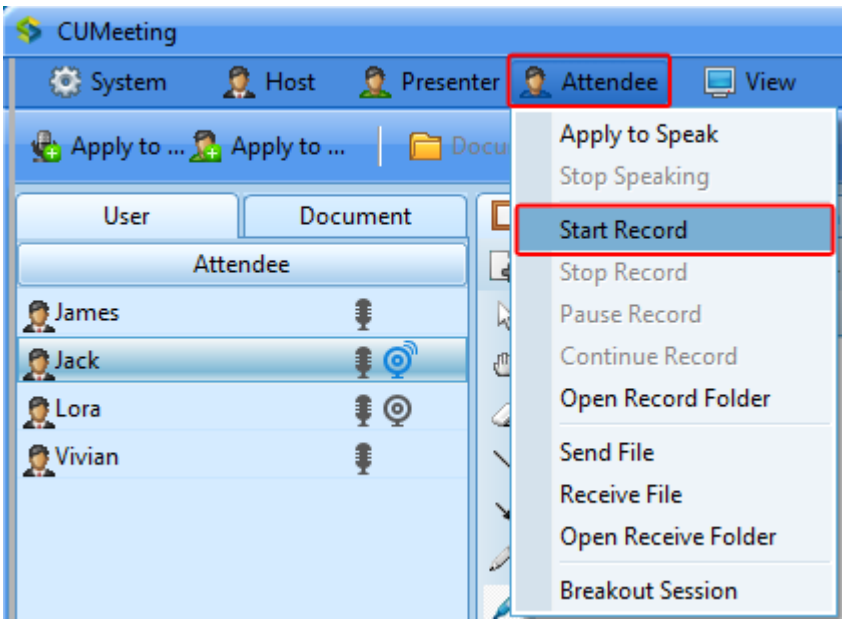
After you receive files from others, you can click **Attende**e – **Receive File** to confirm the file's information, such as file name, sender, save folder etc.

Conference recording

As a host, you can enable / disable conference recording feature.

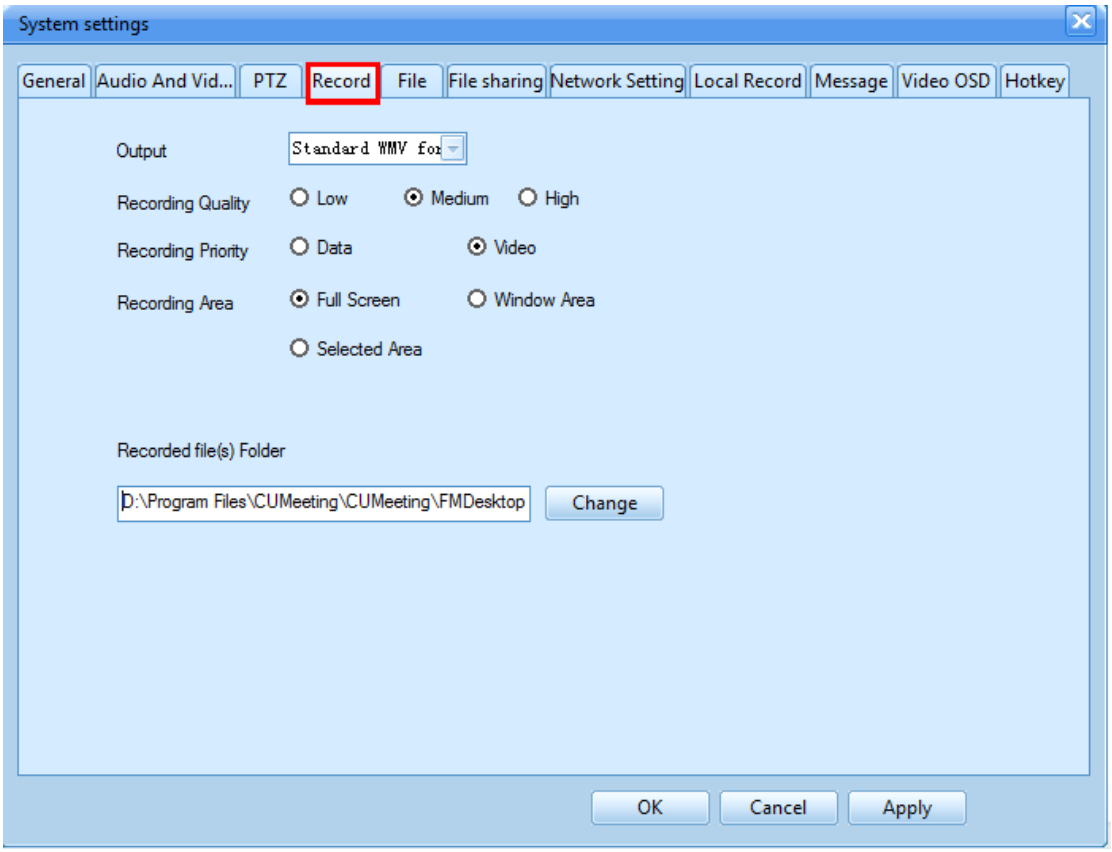


Once host enable conference recording, attendee can record / stop / pause record conference by clicking **Attendee – Start / Stop / Pause Record**.



After stop recording, your conference is saved to folder.

The recording's default video format is .wmv. In **System Settings** – **Record**, you can select .asf as recording's video format. ASF file can be played back with Windows Media Player 9.0 or later.

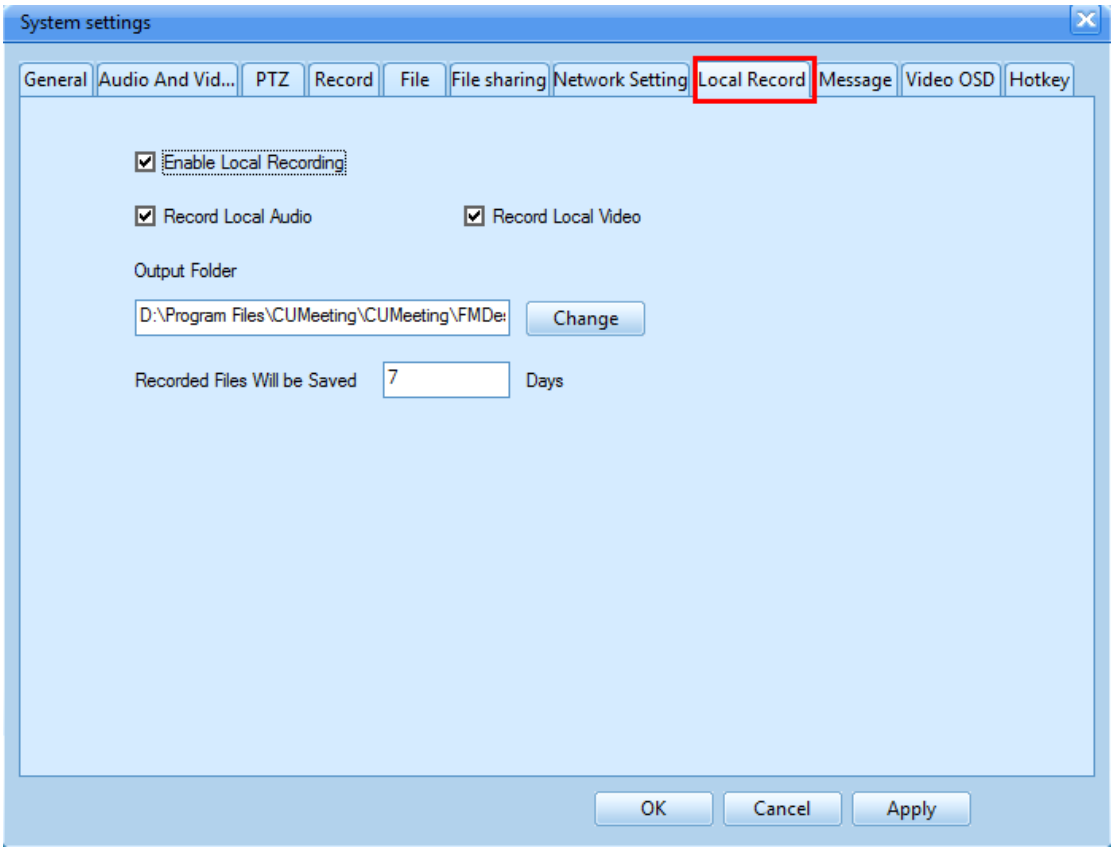


There are 3 levels of recording quality: Low, Medium, High. The better quality level you selected, the recording file is bigger.

Recording Priority: Set a recording priority in case of conflicts. Data priority, make good recording with data-text content. Video priority, make good recording with video / image content. This feature is only valid while recording conference in .wmv.

Local recording

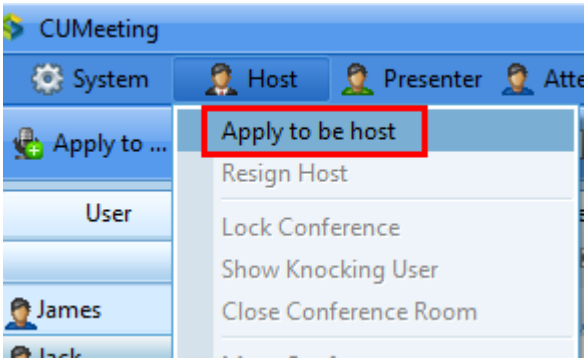
Once you enable local recording feature, when you login conference next time, CUMeeting will record local video / audio automatically. Local recording will be stopped when you exit conference or disable local recording.
In **System Settings** – **Local Recording** tab, you can enable / disable local recording, choose record audio, or video only from local, change save folder, and set the time you want the recording file to save. It will be deleted after the days you set.

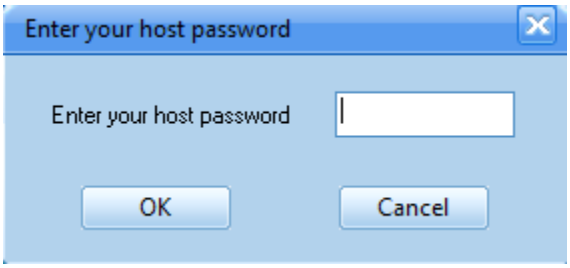


Conference Management

Apply to be host / Resign host

To apply to be host, click **Host** – **Apply to be host** on main menu, a message will appear to request you to enter host password.

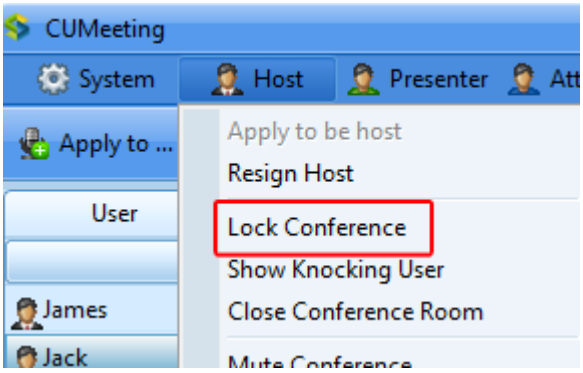




You also can click **Host** – **Resign Host** on main menu to discard your permission of host.

Lock / Unlock conference

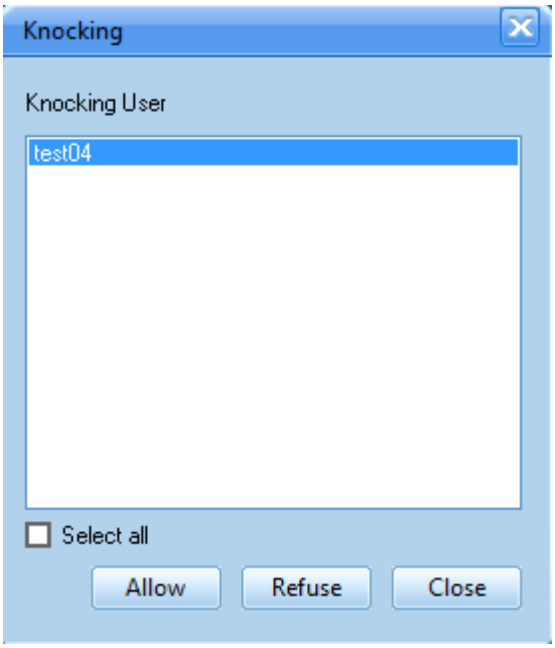
Only host could lock and unlock conference. When host locks conference, even you have conference login password, you still can't join the conference without permission from host.
To lock or unlock your conference, click **Host** – **Lock Conference** on main menu.



Note
If all participants quit the conference, the locked conference will be unlocked automatically.

Knocking

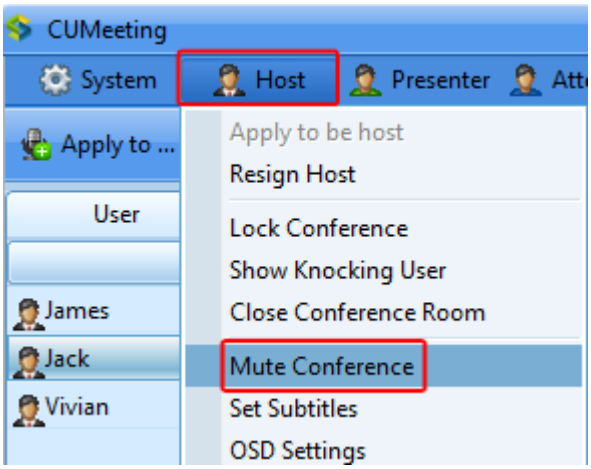
When attendee login the locked conference, a window will appear on host's screen as below.



Allow: Allow the knocking attendee to join the conference.
Refuse: Refuse the knocking attendee to join conference.

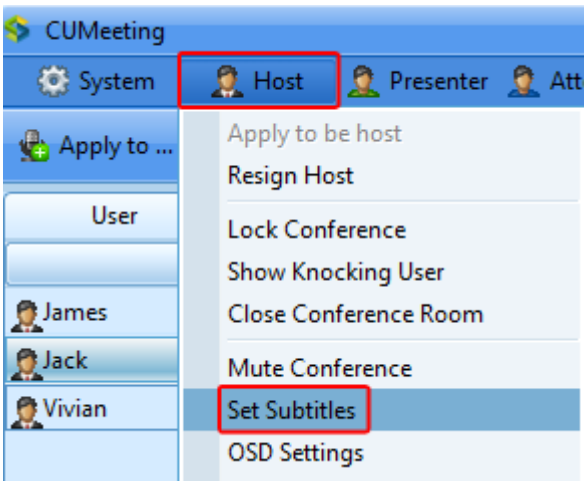
Mute conference

The host and presenter can mute conference by clicking **Mute Conference** on **Host** or **Presenter**'s dropdown menu. After that, attendee has no right to speak and broadcast video at conference.

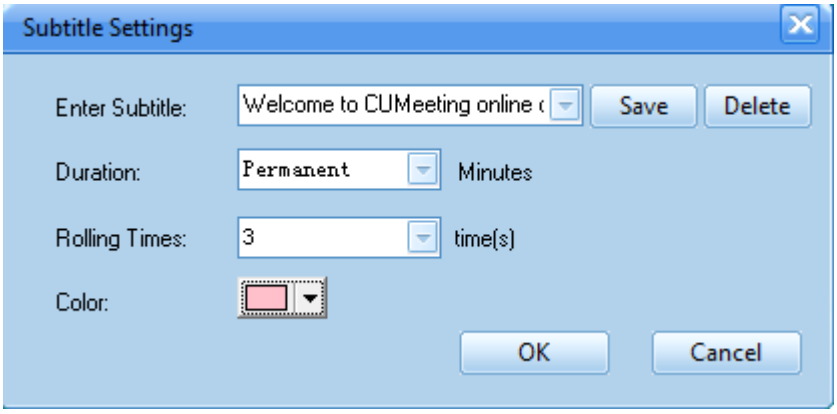


Add subtitle

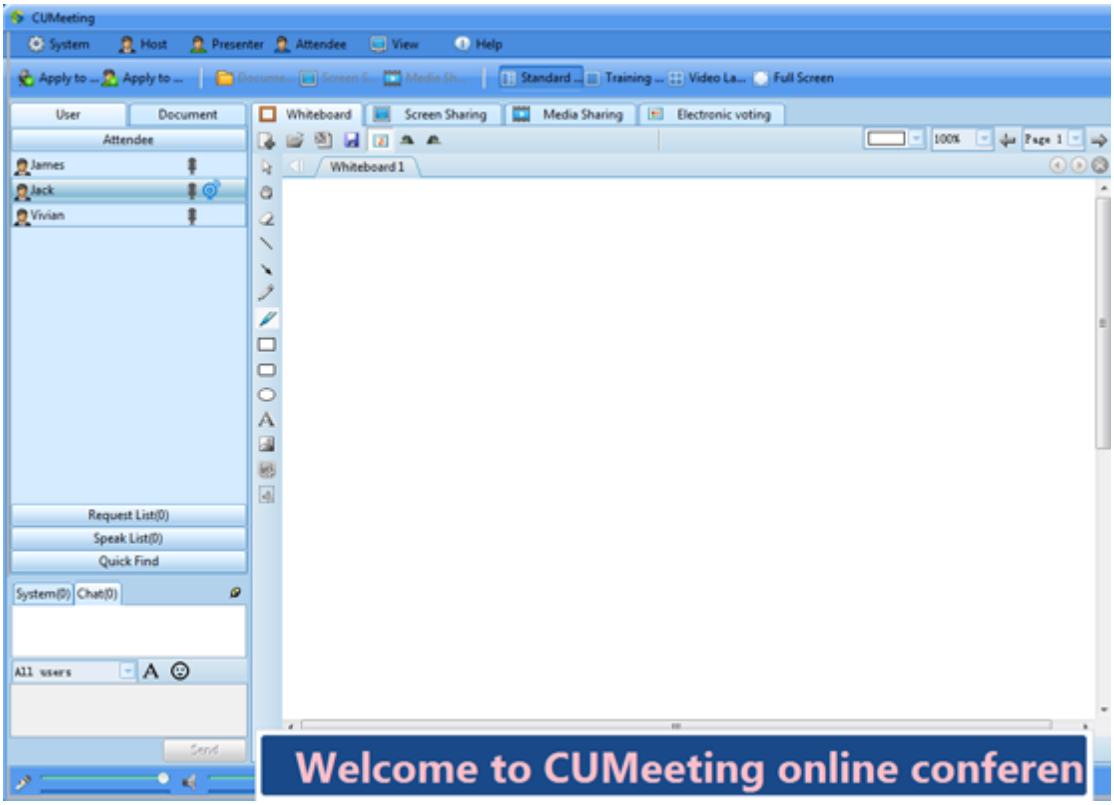
CUMeeting supports subtitles rolling in real time. Click **Host** – **Set Subtitle**.



Subtitle settings window will appear as below. the host can enter content of subtitle, set valid period, times of , color of subtitle etc.



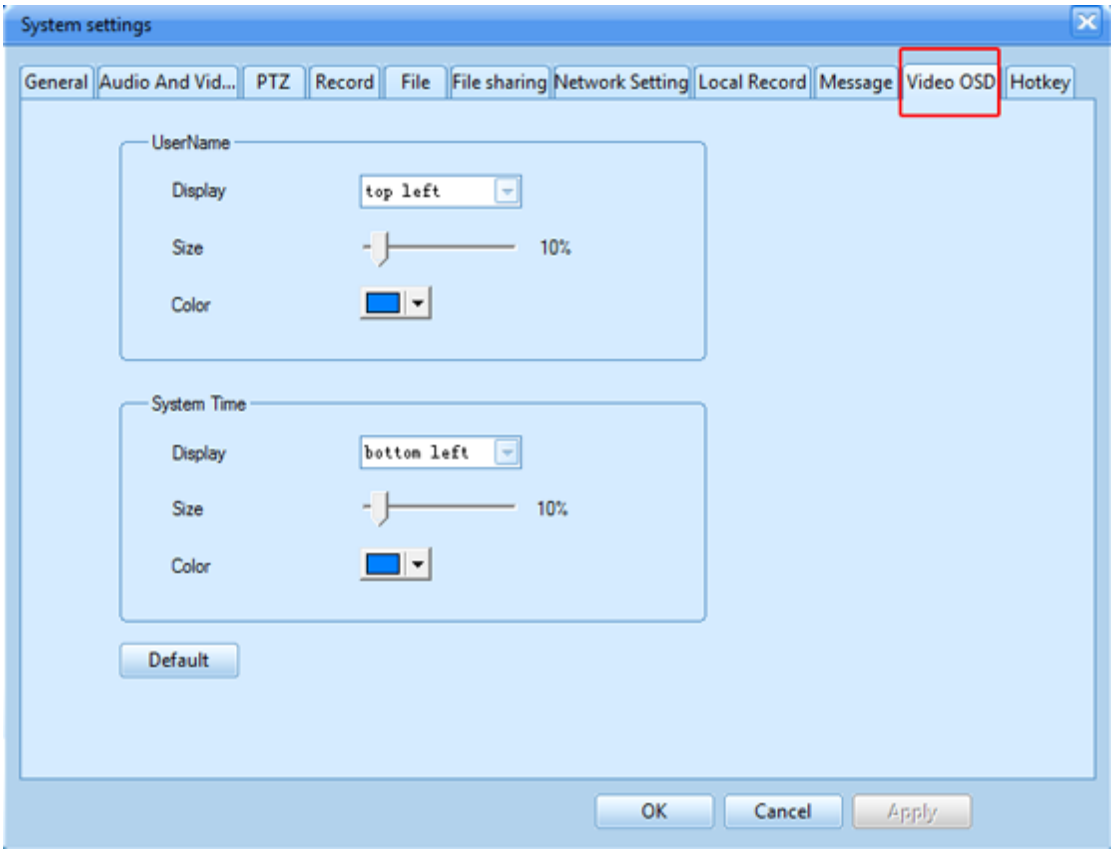
Once you click **OK**, the subtitle will appear on all participants' screen as below.



When you double click the subtitle, it will disappear.

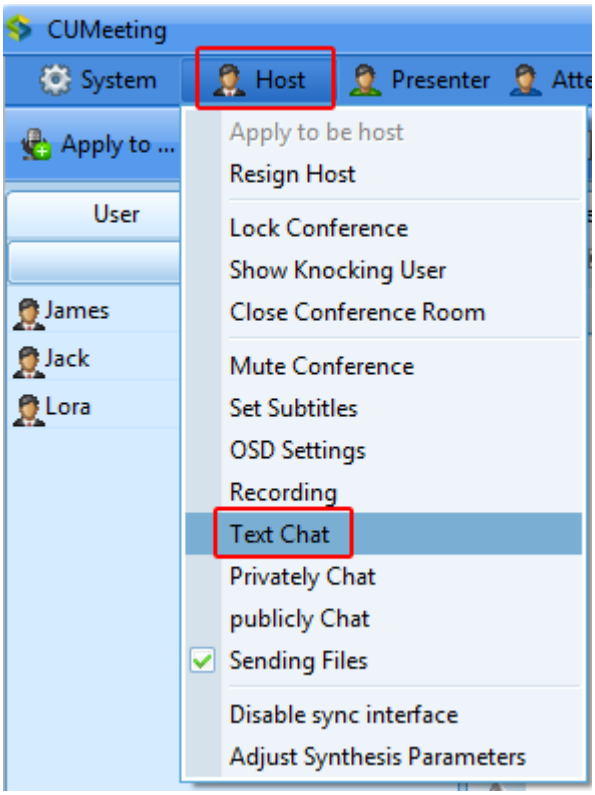
Video OSD settings

Click **Host** – **Video OSD**, the host can adjust the size, display position, color of username and system time.



Text chat

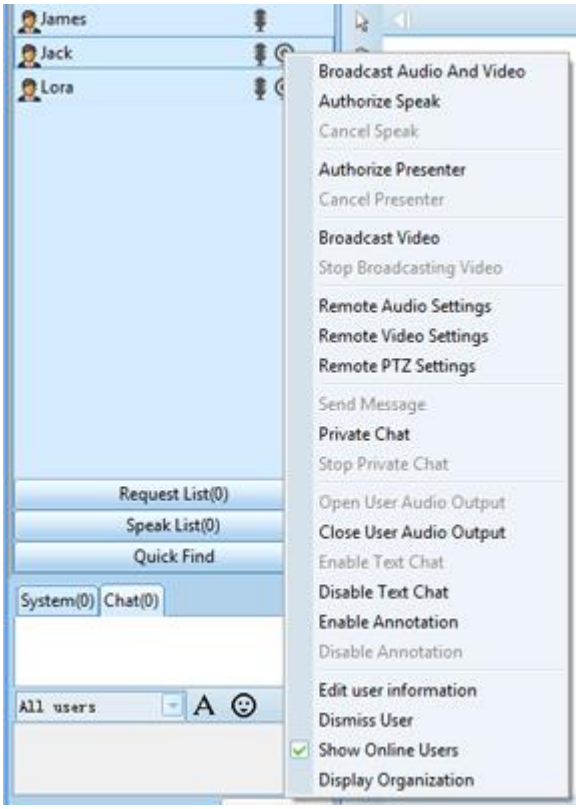
Only as the conference host that you do have permissions to enable or disable text chat (private chat and public chat).



If you disable text chat, any participant won't enter text message in text chat panel.
If you disable private chat, any participant can only chat to all.

User management

The conference host and presenter have permissions to manage users by right-clicking user as below.



The host and presenter can do the following operations,

1) Broadcast attendee's video or not.
2) Enable/disable attendee's speak right.
3) Change presenter.
4) Remote adjust attendee's audio settings.
5) Remote adjust attendee's video settings.
6) Remote adjust attendee's PTZ settings.
7) Enable/disable text chat.
8) Enable/disable private chat.
9) Turn on/off attendee's audio output.
10) Enable/disable whiteboard annotations
11) Edit attendee's information.

Besides, the host has permission to dismiss attendee from conference.

Broadcast video

The host and presenter have permission to broadcast (or cancel broadcast) any attendee's video by right-clicking the attendee on the participant's list.

: The attendee's video has been broadcasting.

Private chat

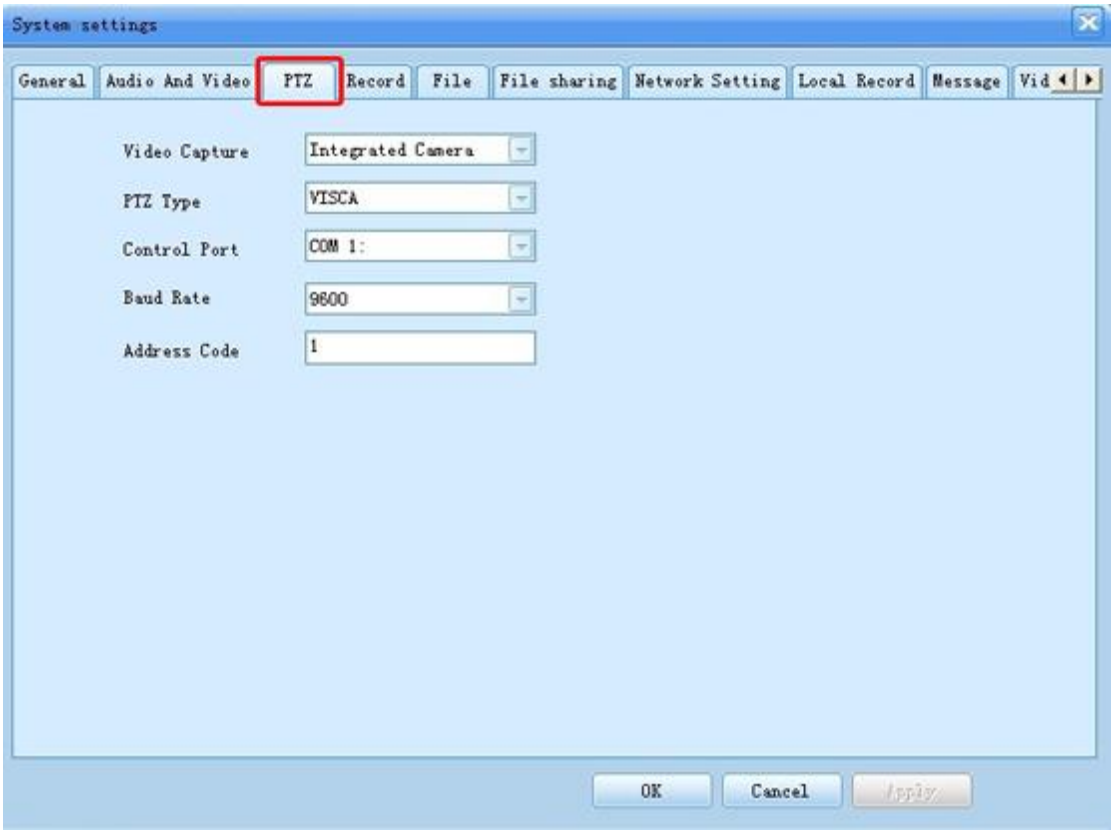
Private chat is for two participants.

1) The host and presenter can start private chat with any attendee directly.
2) One attendee can only chat with host or presenter privately at same time.
3) Both parties can stop private chatting.
4) Both parties cannot receive the broadcasted sound while chatting privately.
5) Private chat will be recorded by in-private-chat participants when they record conference.

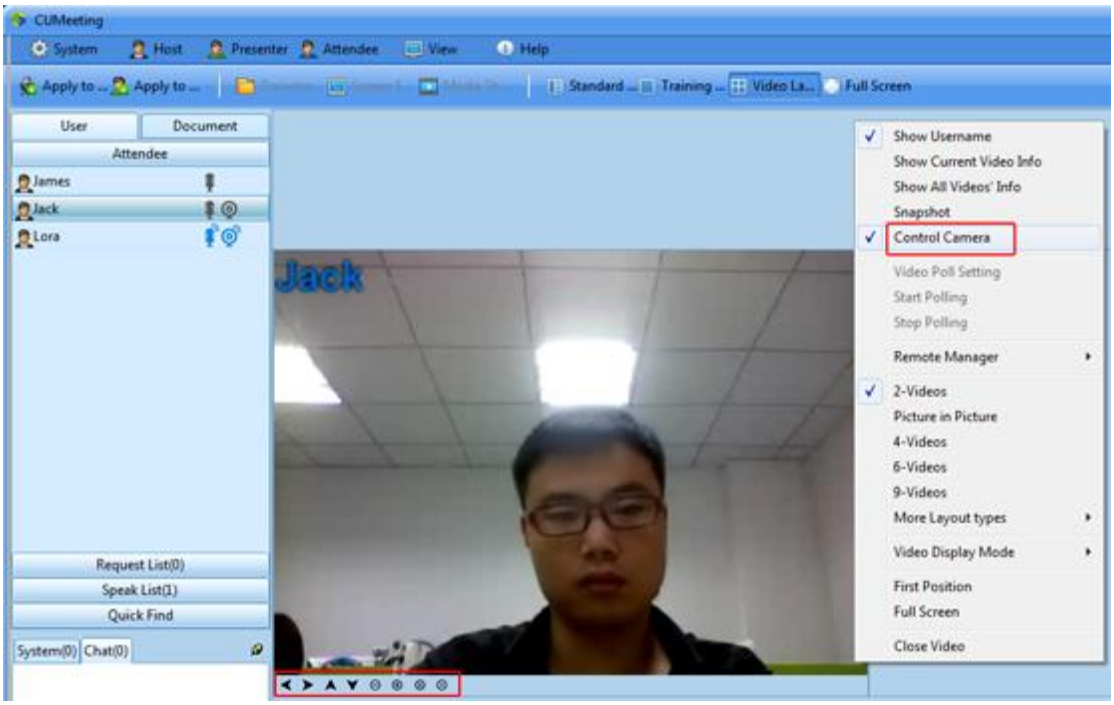
Video features

Remote control camera

If participant's camera supports PTZ control, you can zoom in and out participant's camera and adjust the camera's position with remote control. PTZ's parameter and type must be set correctly. Click **System** – **System Settings** on main menu, PTZ settings window will appear as below.



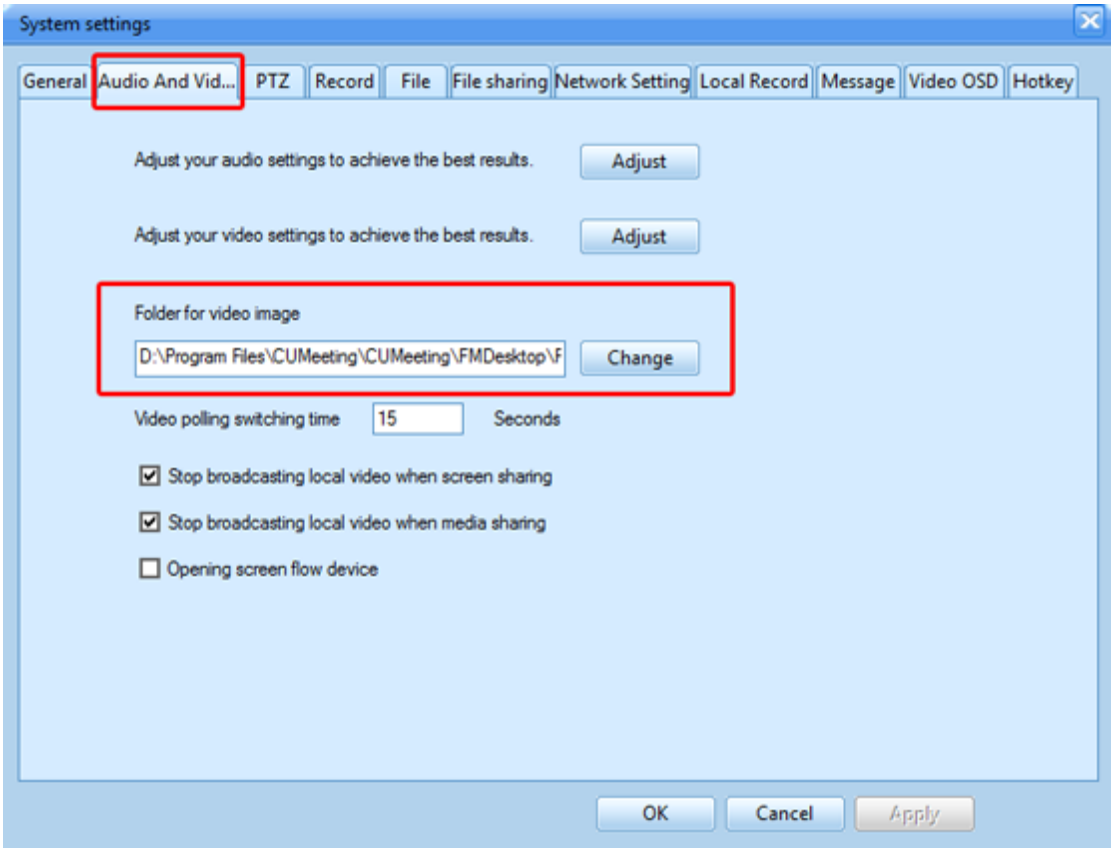
The host and presenter have permission to remote control attendee's camera, and adjust PTZ's settings. Right click attendee's video, click **Control Camera**, the toolbar will appear below attendee's video as below.



Click the arrow buttons on the toolbar to move the camera up, down, left or right. Click the zoom buttons to zoom in and out.

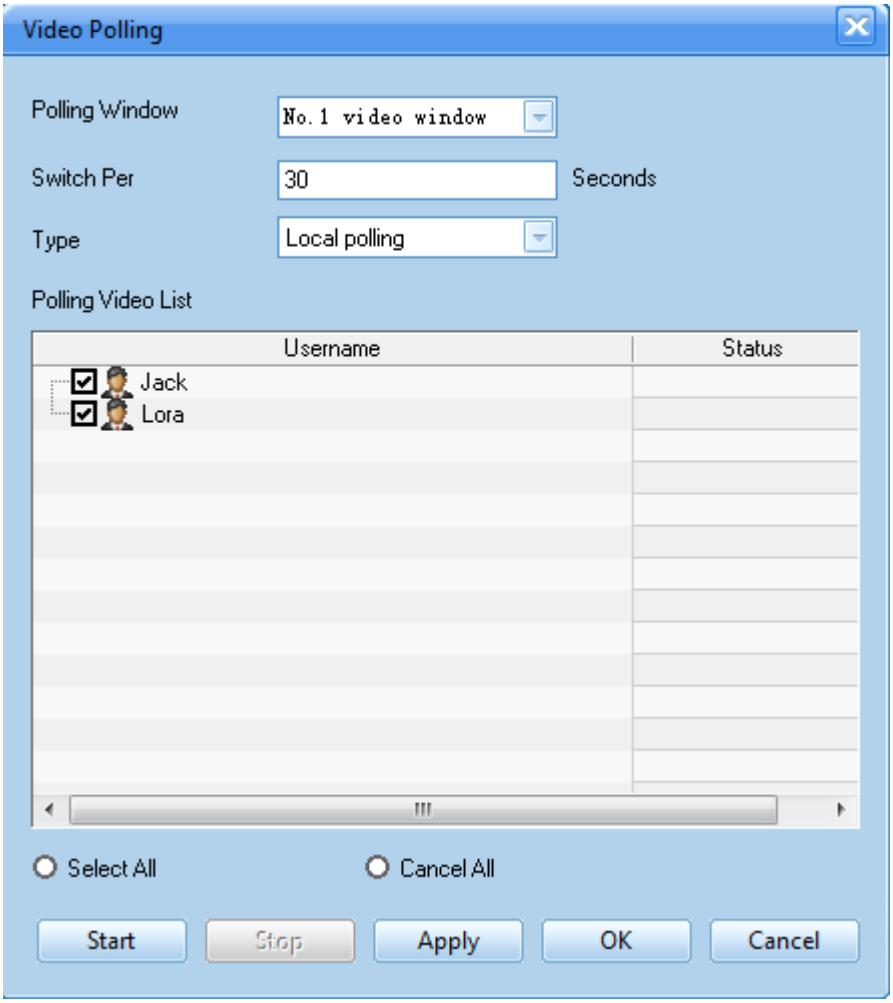
Snapshot

You can take snapshot for every attendee and save as image by right-clicking video -- **Snapshot**.
Change save folder: Click **System Settings** – **Audio and Video** – **change folder** – **Browse**. After you change folder, click **OK** button.



Video polling

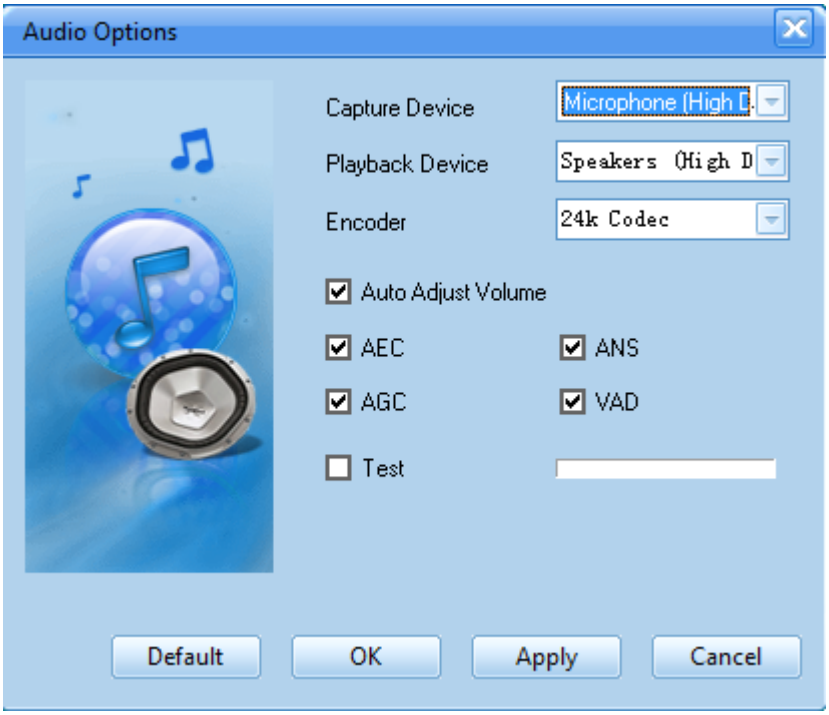
Only the host has permission to enable video polling feature. Right-clicking video –**Video Polling**, the window of polling settings will appear as below.



There are two ways to show web polling. Only presenter can view the video polling. It called “Local Polling”. The other one way is “Broadcast Polling ”. In this way, the video polling will be broadcasted at conference, every participants can watch the video polling in real time.

System settings

Audio settings



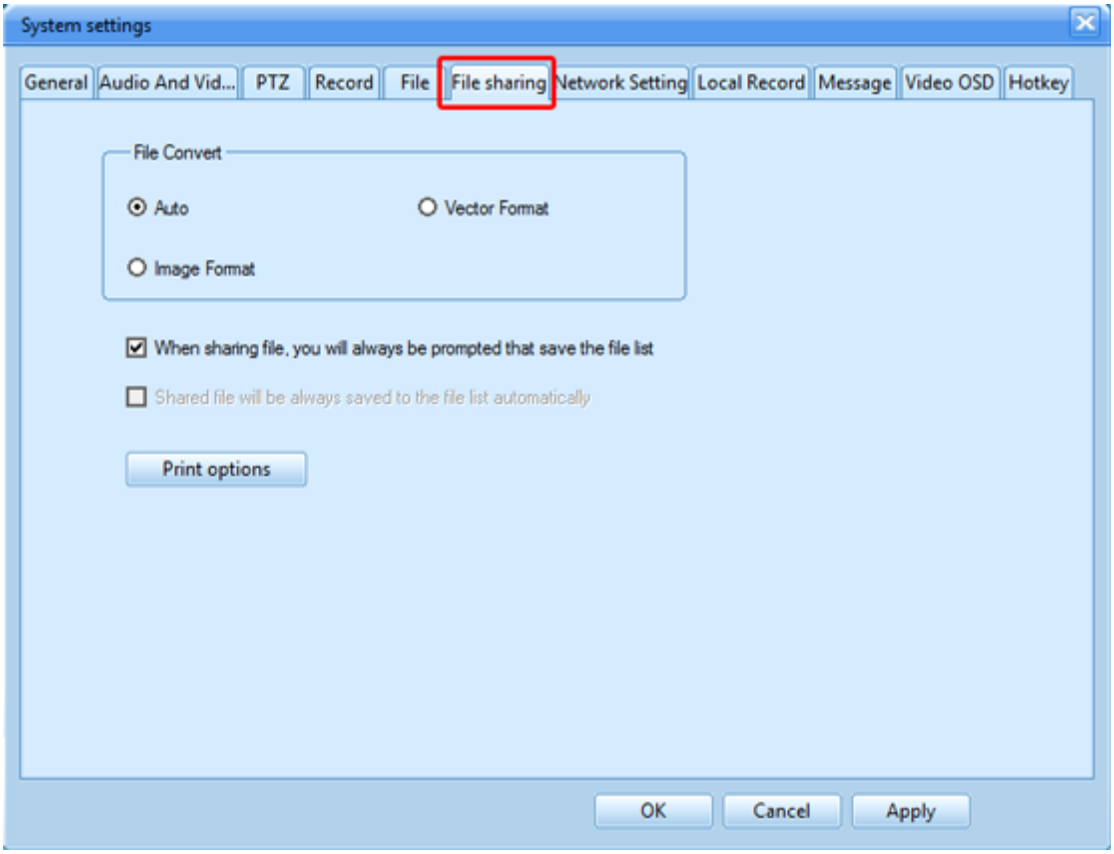
Capture device: Select an audio capture device.
Playback device: Select a playback device.
Encoder: 6.6k / 12k / 24k / 32k Codec are available.
AEC: Acoustic Echo Canceller
ANS: Automatic Noise Suppression
AGC: Automatic Gain Control
VAD: Voice Activity Detection

Video settings

Capture Device: Select an audio capture device.
Capture Size: 160x120, 176x144, 320x240, 640x480, 704x576, 1280x720, 1920x1080 are available.
Video Compressor: MPEG4 PRO, H264 PRO are available.
Frame Rate: The frequency (rate) at which an imaging device produces unique consecutive images called frames.
Bitrate: The number of bits that are conveyed or processed per unit of time.
Show System Time:
Denoise: Reduce noise.
Rotate: Rotate video by 180 degrees.

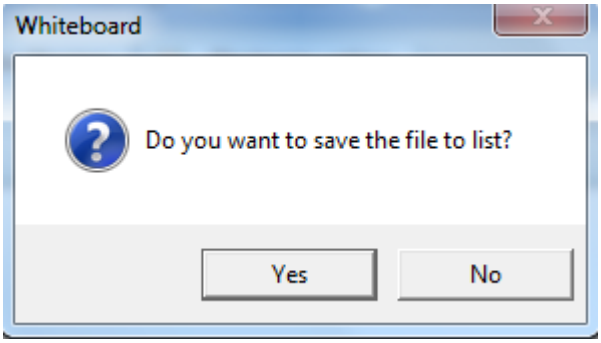
Share settings

When you upload file on whiteboard, the file will convert to the format you set.
Click **System Settings** – **File sharing** on main menu.



Auto: Auto select format to convert.
Vector format: Uploaded file can be watched more clearly.
Image format: If you are worry about PDF file will turn into unrecognizable code, image format will be the best choice.

When sharing file, you will always be prompted that save file to the file list : If you've checked it, when you are sharing file, the prompt window will appear as below.

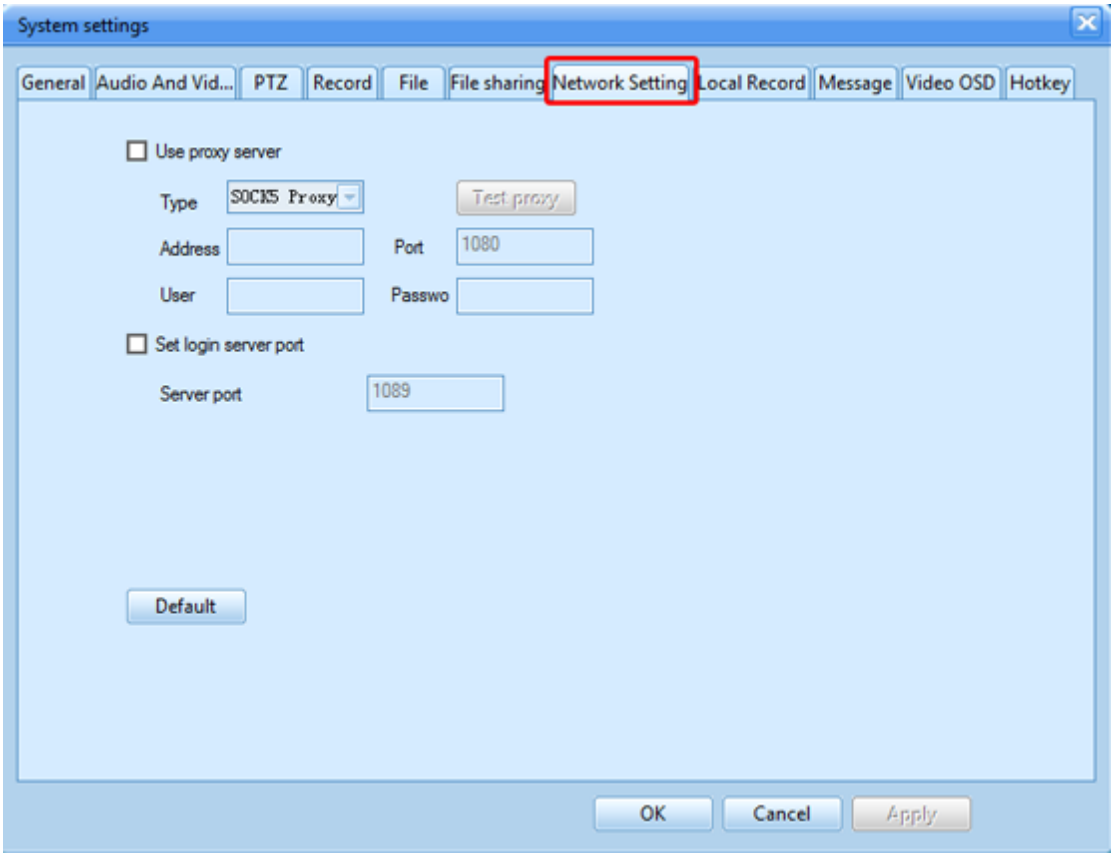


Shared file will be always saved to the file list automatically: If you checked it, once you upload file on whiteboard, the file will be saved on server automatically.

Print options: Layout (Portrait or Landscape), display color (Black-and-white or Color)

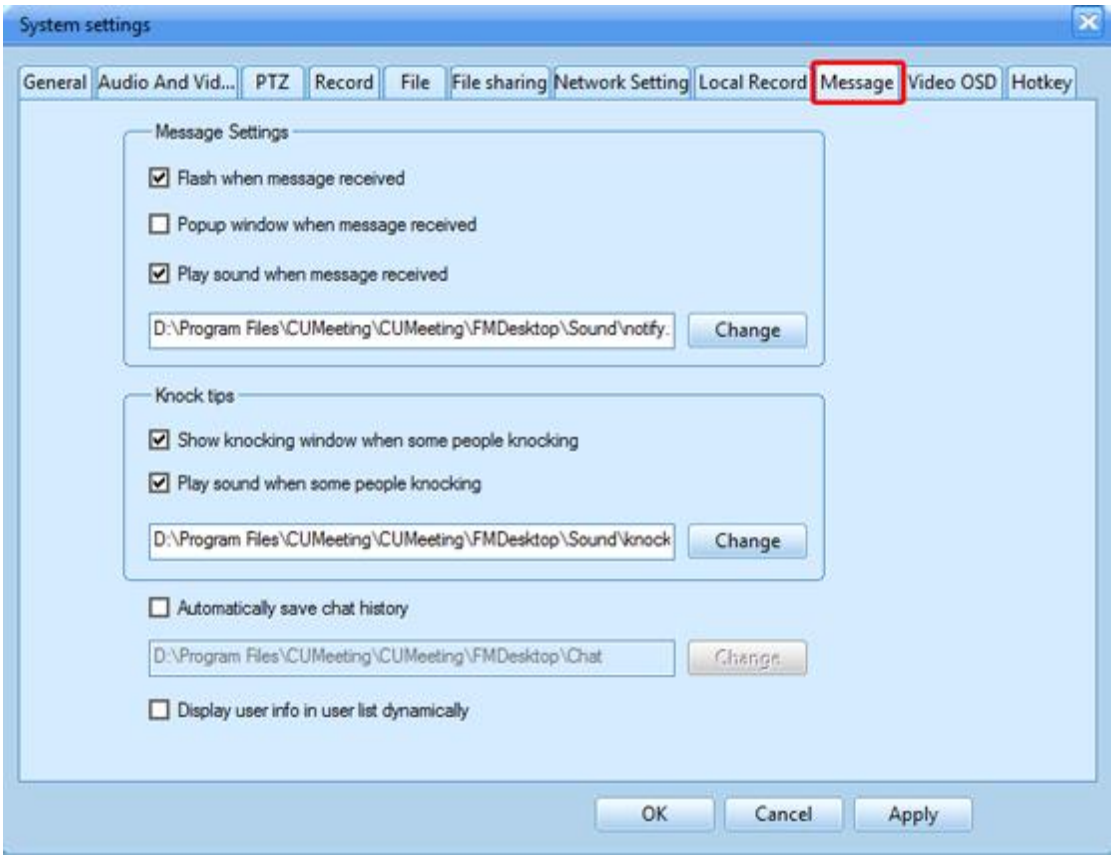
Network settings

If you are using proxy server, or system administer has changed the default login server port, you can click **System Settings** – **Network** on main menu to set the network.



Message settings

Click **System** -- **System Settings** – **Message** tab, the window will appear as below.



In this tab, you can set message coming and knocking options. Besides, you also can change folder of chat messages etc.

4.12 Exit

There are two ways to exit this program.

1) Click top right.
2) Click **System** – Exit on main menu. A window will appear as below, click **OK**, you will exit this program.